

Teleprocessing Users Guide- Reference III

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Section 1: Drug Inquiry Window

Introduction

The Drug Inquiry window is used to view a specific drug in addition to any restrictions and limitations. Data in this window is supplied by First Data Bank. The window is for inquiry only.

The Drug Inquiry window is accessed from the Main Menu by clicking **Reference**, and then clicking **Drug**.

Drug Inquiry			
File Applications Options			
Drug:	00002 0363 46	NDC 04-4-2	Desc: DARVO CET-N 100 TABLET
Product:	Branded Drug	Therapeutic Class, AHFS:	28:08.08
		NDDF Add:	1982/01/01
Source:	Multiple	FDA Therapeutic Equivalency:	AB
		Last AWP Change:	2000/05/12
Class:	Federal Legend	Smart Key:	02 0268 01768 5164 600 01 010 1
		HCFA Termination:	0000/00/00
Previous		Replaced by NDC:	
		GCN:	4273
		Obsolete:	0000/00/00
Generic Name:	PROPOXYPHENE/ACETAMINOPHEN ORAL 100-650MG TABLET		
Strength:	0 /0	Shelf Pack:	1
		Innovator:	Yes
Package:	BLIST PACK	Drug Form:	EA
		Shipper Quantity:	1
Package Size:	500.000	Case Size:	1
		DEA:	4
Std Package:	No	Total Case Quantity:	500
		Top 200:	0
Unit Dose:	Yes	Labeler ID:	A00002
Unit of Use:	No	Manufacturer/Distributor:	ELI LILLY & CO.
Generic Therapeutic Class:	02	Strength Code:	5164
Specific Therapeutic Class:	0268	Dosage Form Code:	600
		Limitation:	YES
HICL Sequence Number:	01768	Route Code:	01
Next Drug <input type="text"/> <input type="button" value="Inquire"/> <input type="button" value="Exit"/>			

Figure 1.1 – Drug Inquiry Window

File	Applications	Options
Print	Adhoc Reporting	Desi
Exit	Claims	Dispensing Fee
Audit	Financial	Inquire
Exit IndianaAIM	Managed Care	Limits/Restrictions
	MARS	List
	Prior Authorization	Pricing
	Provider	Rebate
	Recipient	PA Requirements
	Reference	Drug PA Pgm Codes
	Security	Drug PA Pgms
	SURS	Drug PA Except
	Third Party Liability	Smart Key Search
		AHFS Class Code Maint.
		Smart Key Description
		Maintenance

Figure 1.2 – Drug Inquiry Window Menu Tree

This is the menu tree for the Drug Inquiry window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the Drug Selection window

Audit – Displays audit trail for date segments added

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

This menu selection accesses the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting menu

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Click to access the MARS Menu

Prior Authorization – Click to access the Prior Authorization (PA) main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Click to access the SURS main menu

Third Party Liability – Click to access the Third Party Liability (TPL) main menu

Menu Selection: Options

Desi – Opens the Drug DESI List window

Dispensing Fee – Opens the Dispensing Fee List window

Inquire – Opens the Drug Inquire window

Limits/Restrictions – Opens the Limits/Restrictions Maintenance window

List – Opens the List window, selected by NDC or Description

Pricing – Opens the Drug MAC window

Rebate – Opens the Drug Rebate window

PA Requirements – Opens the NDC PA Requirements window

Drug PA Pgm Codes – Opens the Pharmacy Benefits Program Descriptions window

Drug PA Pgms – Opens the Pharmacy Benefits Program Criteria window

Drug PA Except – Opens the Pharmacy Exceptions window

Smart Key Search – Opens the ProDUR Alert Key Search by Partial Smart Key window

AHFS Class Code Maint... – Opens the AHFS Class Descriptions window

Smart Key Description Maintenance – Opens the Smart Key Descriptions Maintenance window

Field Information

Field Name: Drug

Description – NDC identifying a drug. The box next to the description identifies the original 10-character format of the NDC.

Format – 11 alphanumeric characters for the first box and four numeric characters for the second box

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Desc

Description – Description of the NDC

Format – 100 alphanumeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Product

Description – Generic product indicator identifying a product as either a generic drug or branded drug

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Therapeutic Class, AHFS

Description – Pharmacological therapeutic category of the drug product according to the American Hospital Formulary Service (AHFS) classification system

Format – Six numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: NDDF Add

Description – Date the drug record was added to the National Drug Data File (NDDF) master file

Format – Eight numeric characters in CCYYMMDD format

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Source

Description – Drug Source Code differentiates single source drugs from multiple source drugs. This field does not distinguish innovator products from substitutes.

Format – Eight numeric characters

Features – Protected, display only. Valid values include the following:

- Multiple
- Single

Edit – None

To Correct – N/a

Field Name: FDA Therapeutic Equivalency

Description – U.S. Food and Drug Administration's (FDA) rating of the therapeutic equivalence of a product within other pharmaceutical equivalent drug products, provided by the Centers for Medicare & Medicaid Services' (CMS) quarterly rate tape

Format – Two numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Last AWP Change

Description – Date the current blue book average wholesale unit or package price of the drug was changed on the NDDF master file

Format – CCYYMMDD

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Class

Description – Code that classifies a drug according to availability to the consumer per federal specifications

Format – 15 alphabetic characters. Valid values include the following:

- Over the counter
- Federal legend. Prescription only.

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Smart Key

Description – Unique value that consists of seven independent codes. The smart key accommodates both general and specific classifications of drugs, and includes ingredients, strengths, dosage form, and package size identification.

Format – 24 alphanumeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: HCFA Termination

Description – Date representing the shelf life expiration date of the last batch produced

Format – CCYYMMDD

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Previous

Description – Previous NDC for this product

Format – 11 alphanumeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Replaced by NDC

Description – NDC that replaces the NDC for this product

Format – 11 alphanumeric characters—defaults to blank field if unspecified

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: GCN

Description – Generic Code Number (GCN) developed by First Data Base (FOB), that is a random number representing the generic formulation

Format – Five numeric characters—defaults to blank field if unspecified

Features – Protected, display only. Double-click for code and description on the ProDUR List window.

Edit – None

To Correct – N/a

Field Name: Obsolete

Description – Date the drug is no longer available in the market place as per manufacturer notification, or the best estimate of that date

Format – CCYYMMDD

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Generic Name

Description – Generic name for the drug. This field contains the drug ingredient names adopted by USAN. The chemical name is used when the USAN name is not available. For multiple ingredient products, abbreviations may be used, such as HCTZ. The sequence of generic names in multi-ingredient products is determined by therapeutic priority.

Format – 63 alphanumeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Strength

Description – Drug strength and drug strength volume along with description of drug potency in metric units

Format – 11 alphanumeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Shelf Pack

Description – Number of units packed together and sold as a unit

Format – Seven numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Innovator

Description – Original innovator product for a particular generic code number

Format – One numeric character. Valid values include the following:

- Yes
- No

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Package

Description – Drug product container type, such as aerosol, applicator, box, packet, or syringe

Format – 10 alphanumeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Drug Form

Description – Indicates the basic drug measurement unit for price calculation

Format – Two alphanumeric character fields that contain the following values:

- EA – Each (tablets, kits, and so forth)
- ML – Liquids
- GM – Solids

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Shipper Quantity

Description – Number of units in the case from the manufacturer

Format – Seven numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Category

Description – Category the drug belongs in that is commonly treated as a TPL exception

Format – One alphanumeric character

Features – Double-click for codes and descriptions on the Drug Category Description window

Edit – None

To Correct – N/a

Field Name: Package Size

Description – Metric quantity used to determine a unit price. It is the usual labeled quantity from which the pharmacist dispenses.

Format – 11 numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Case Size

Description – Divisor used to calculate the single package price

Format – Seven numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: DEA

Description – Degree of potential abuse and federal control of drugs

Format – One numeric character

Features – Double-click for codes and descriptions on the DEA Code Description window

Edit – None

To Correct – N/a

Field Name: Std Package

Description – Package size is indicated as standard or nonstandard

Format – Three alphanumeric characters. Valid values include the following:

- Yes
- No

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Total Case Quantity

Description – Calculated field—package quantity case quantity

Format – Seven numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Top 200

Description – Indicates a drug is included in the list of the 200 most frequently dispensed drug products. Different package sizes and dose forms of the same drug have the same number

Format – Three numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Unit Dose

Description – Indicates the drug is packaged in unit doses. The unit is defined by FDB as all products labeled as unit dose by the manufacturer. This indicator does not apply to injectable products, suppositories, or powder packets.

Format – Three alphanumeric characters. Valid values include the following:

- Yes
- No

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Labeler ID

Description – FDB code identifying the distributor. This field is independent of the NDC and facilitates the grouping of the NDC by unique distributor.

Format – Six alphanumeric characters—defaults to blank field if unspecified

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Unit of Use

Description – Identifies packages supplied with appropriate labeling, and usually, child resistant closures, and are appropriate to dispense as a unit

Format – Three alphanumeric characters. Valid values include the following:

- Yes
- No

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Manufacturer/Distributor

Description – Distributor listed on the drug label or identified by the NDC

Format – 15 alphabetic characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Generic Therapeutic Class

Description – Code breaking all products into broad therapeutic classifications

Format – Two numeric characters

Features – Double-click for codes and descriptions on the Generic Therapeutic Class window

Edit – None

To Correct – N/a

Field Name: Strength Code

Description – Code identifying all unique strength descriptions

Format – Four numeric characters

Features – Double-click for codes and descriptions on the Strength Code window

Edit – None

To Correct – N/a

Field Name: Specific Therapeutic Class

Description – Code breaking all products into specific therapeutic classifications

Format – Four numeric characters

Features – Double-click for codes and descriptions on the Specific Therapeutic Class window

Edit – None

To Correct – N/a

Field Name: Dosage Form Code

Description – Code selecting specific dosage forms regardless of strength. It can be used for sorting products into unique dosage form groups or for encoding drug formularies.

Format – Three numeric characters

Features – Double-click for codes and descriptions on the Dosage Form Code window

Edit – None

To Correct – N/a

Field Name: HICL Sequence Number

Description – Code to provide a means for associating products with the same ingredient combination

Format – Five numeric characters

Features – Double-click for codes and descriptions on the HICL Sequence Number window

Edit – None

To Correct – N/a

Field Name: Route Code

Description – Code allowing selection of route-specific products, providing easy searches and easy formulary definitions

Format – Two numeric characters

Features – Double-click for codes and descriptions on the Route of Administration window

Edit – None

To Correct – N/a

Field Name: Limitation

Description – Identifies when the NDC has limitations applied

Format – Three numeric characters

Features – None

Edit – None

To Correct – N/a

System Information

PBL – REF03.PBL

Window – W_REF_DRUG

Menu – M_REF_DRUG

Data Windows – DW_DRUG

System Features

This is an inquiry only window.

Type in the Next Drug code and click **Inquire** to access information about another drug.

Click **Exit** to close this window and prompt the user to save any changes that were made.

Section 2: Generic Therapeutic Class Window

Introduction

The Generic Therapeutic Class window is used to view valid generic therapeutic class codes and their descriptions. This is a display only window.

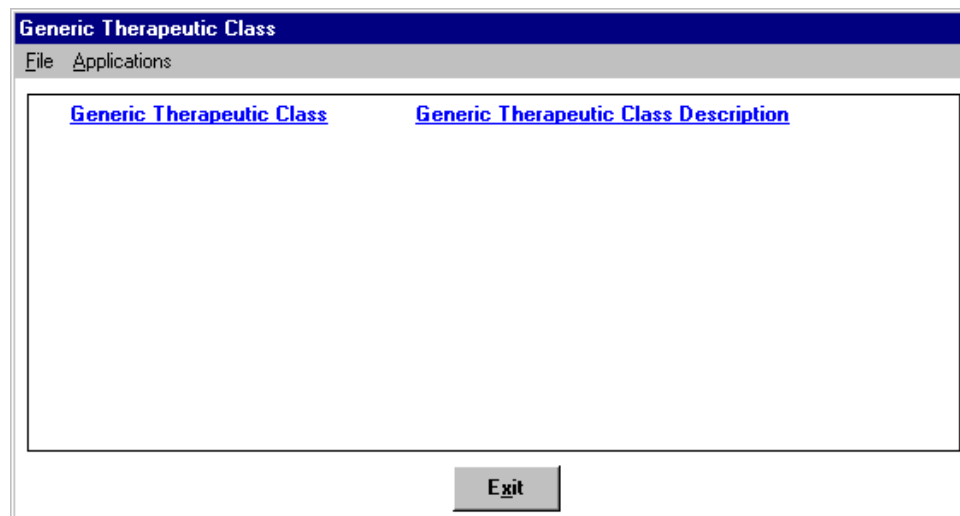


Figure 2.1 – Generic Therapeutic Class Window

File	Applications
Print	Adhoc Reporting
Exit	Claims
Exit IndianaAIM	Financial
	Managed Care
	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 2.2 – Generic Therapeutic Class Window Menu Tree

This is the menu tree for the Generic Therapeutic Class window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the Drug Inquiry window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

This menu selection accesses the following areas in IndianaAIM.

Adhoc Reporting – Inactive

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Inactive

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Inactive

Third Party Liability – Click to access the TPL main menu

Field Information

Field Name: Generic Therapeutic Class

Description – Code breaking all products into broad therapeutic classifications

Format – Two numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Generic Therapeutic Class Description

Description – Description of the code that breaks all products into broad therapeutic classifications

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

System Information

PBL – REF03.PBL

Window – W_REF_SKEY_GENERIC

Menu – M_REF_CODE_TABLE

Data Windows – DW_SKEY_GEN

System Features

This is a display only window.

Section 3: Specific Therapeutic Class Window

Introduction

The Specific Therapeutic Class window is used to view valid specific therapeutic class codes and their descriptions. This is a display only window.

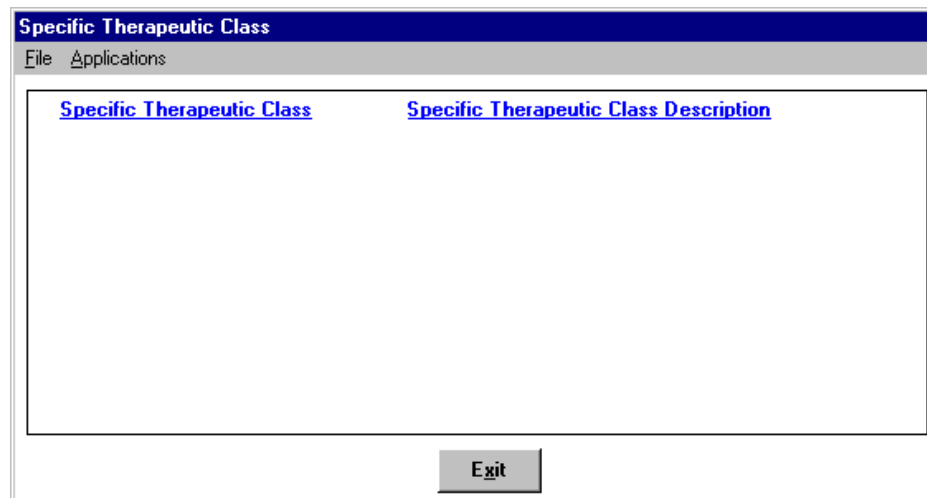


Figure 3.1 – Specific Therapeutic Class Window

File	Applications
Print	Adhoc Reporting
Exit	Claims
Exit IndianaAIM	Financial
	Managed Care
	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 3.2 – Specific Therapeutic Class Window Menu Tree

This is the menu tree for the Specific Therapeutic Class window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the Drug Inquiry window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

This menu selection accesses the following areas in IndianaAIM.

Adhoc Reporting – Inactive

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Inactive

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Inactive

Third Party Liability – Click to access the TPL main menu

Field Information

Field Name: Specific Therapeutic Class

Description – Code breaking all products into specific therapeutic classifications

Format – Four numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Specific Therapeutic Class Description

Description – Description of the code that breaks all products into specific therapeutic classifications

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

System Information

PBL – REF03.PBL

Window – W_REF_SKEY_SPECIFC

Menu – M_REF_CODE_TABLE

Data Windows – DW_SKEY_SPECIFIC

System Features

This is a display only window.

Section 4: HICL Sequence Number Window

Introduction

The HICL Sequence Number window is used to view valid HICL sequence numbers and their descriptions. This is a display only window.

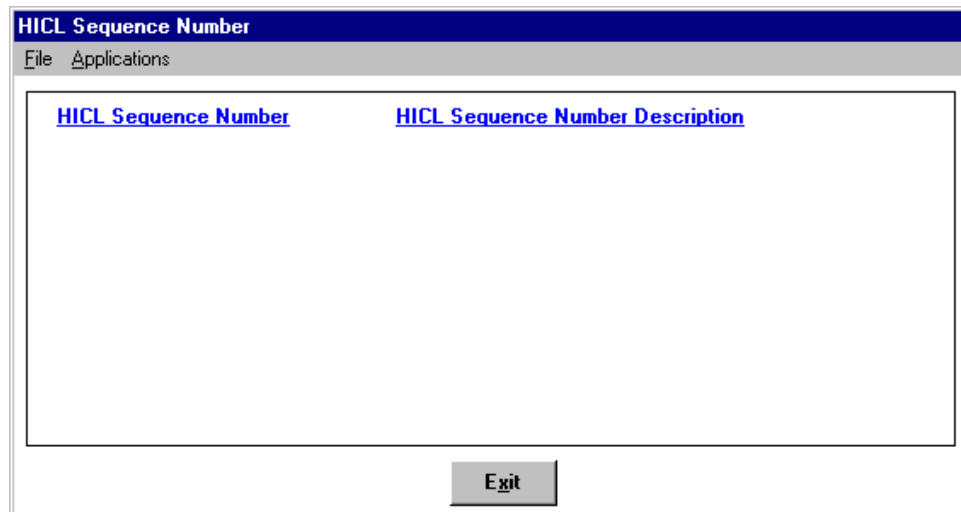


Figure 4.1 – HICL Sequence Number Window

File	Applications
Print	Adhoc Reporting
Exit	Claims
Exit IndianaAIM	Financial
	Managed Care
	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 4.2 – HICL Sequence Number Window Menu Tree

This is the menu tree for the HICL Sequence Number window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the Drug Inquiry window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

This menu selection accesses the following areas in IndianaAIM.

Adhoc Reporting – Inactive

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Inactive

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Inactive

Third Party Liability – Click to access the TPL main menu

Field Information

Field Name: HICL Sequence Number

Description – Code to provide a means for associating products with the same ingredient combination

Format – Five numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: HICL Sequence Number Description

Description – Description of the code that associates products with the same ingredient combination

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

System Information

PBL – REF03.PBL

Window – W_REF_SKEY_HICL

Menu – M_REF_CODE_TABLE

Data Windows – DW_SKEY_HICL

System Features

This is a display only window.

Section 5: Strength Code Window

Introduction

The Strength Code window is used to view valid strength codes and their descriptions. This is a display only window.

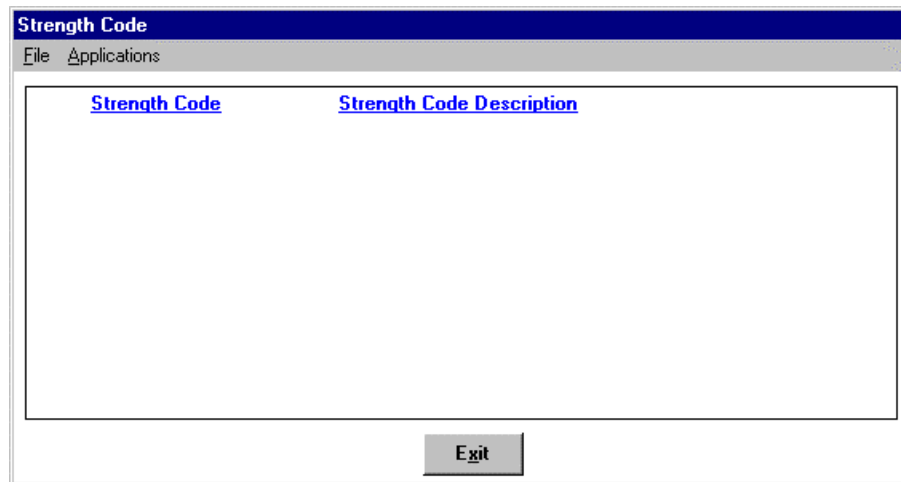


Figure 5.1 – Strength Code Window

File	Applications
Print	Adhoc Reporting
Exit	Claims
Exit IndianaAIM	Financial
	Managed Care
	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 5.2 – Strength Code Window Menu Tree

This is the menu tree for the Strength Codes window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the Drug Inquiry window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

This menu selection accesses the following areas in IndianaAIM.

Adhoc Reporting – Inactive

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Inactive

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Inactive

Third Party Liability – Click to access the TPL main menu

Field Information

Field Name: Strength Code

Description – Drug strength and drug strength volume along with description of drug potency in metric units

Format – Three numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Strength Code Description

Description – Description of the drug strength and drug strength volume along with description of drug potency in metric units

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

System Information

PBL – REF03.PBL

Window – W_REF_SKEY_STR

Menu – M_REF_CODE_TABLE

Data Windows – DW_SKEY_STR

System Features

This is a display only window.

Section 6: Dosage Form Code Window

Introduction

The Dosage Form Code window is used to view a listing of valid dosage form codes and their descriptions. This is a display only window.

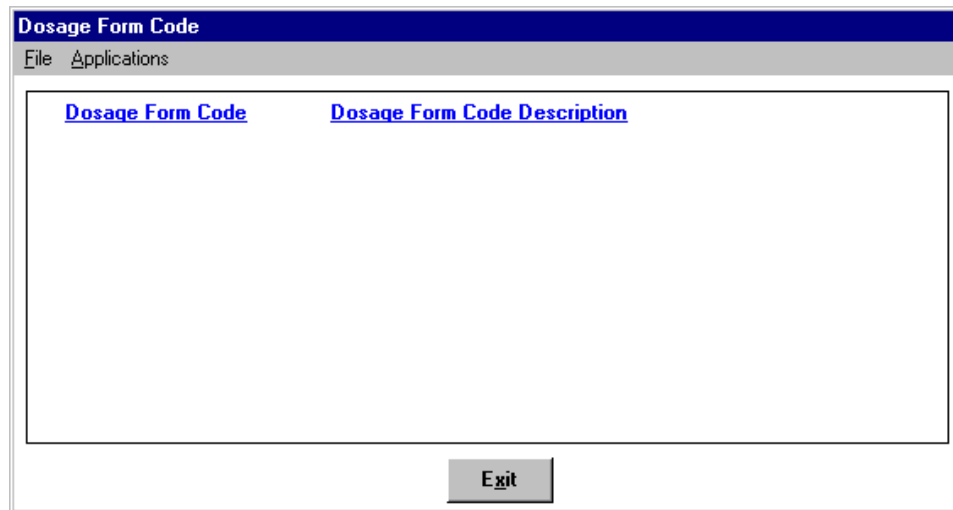


Figure 6.1 – Dosage Form Code Window

File	Applications
Print	Adhoc Reporting
Exit	Claims
Exit IndianaAIM	Financial
	Managed Care
	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 6.2 – Dosage Form Code Window Menu Tree

This is the menu tree for the Dosage Form Code window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the Drug Inquiry window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

This menu selection accesses the following areas in IndianaAIM.

Adhoc Reporting – Inactive

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Inactive

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Inactive

Third Party Liability – Click to access the TPL main menu

Field Information

Field Name: Dosage Form Code

Description – Code used for selecting specific dosage forms regardless of strength. It can be used for sorting products into unique dosage form groups or for encoding drug formularies.

Format – Three numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Dosage Form Code Description

Description – Description of the code used for selecting specific dosage forms regardless of strength. It can be used for sorting products into unique dosage form groups or for encoding drug formularies.

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

System Information

PBL – REF03.PBL

Window – W_REF_SKEY_DOSAGE

Menu – M_REF_CODE_TABLE

Data Windows – DW_SKEY_DOSAGE

System Features

This is a display only window.

Section 7: Route of Administration Window

Introduction

The Route of Administration window is used to view valid route of administration codes and their descriptions. This is a display only window.

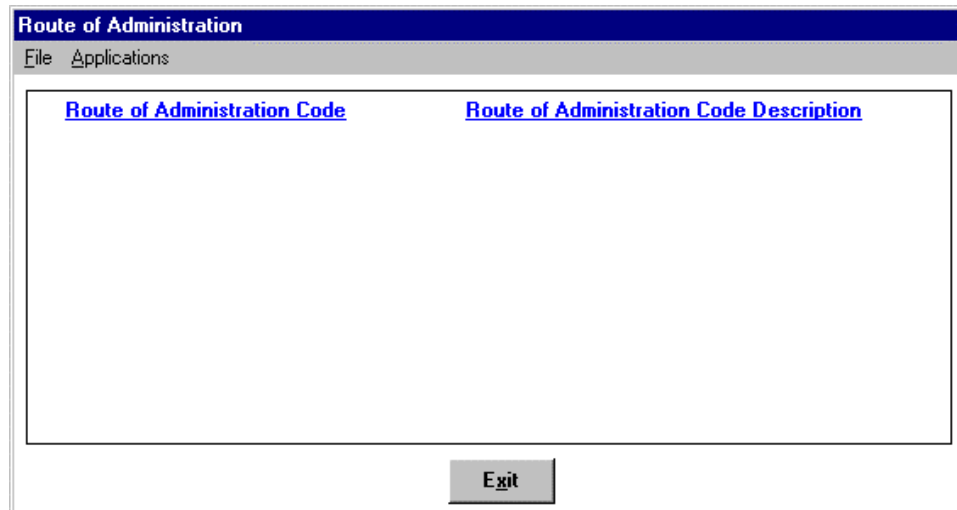


Figure 7.1 – Route of Administration Window

File	Applications
Print	Adhoc Reporting
Exit	Claims
Exit IndianaAIM	Financial
	Managed Care
	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 7.2 – Route of Administration Window Menu Tree

This is the menu tree for the Route of Administration window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the Drug Inquiry window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

This menu selection accesses the following areas in IndianaAIM.

Adhoc Reporting – Inactive

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Inactive

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Inactive

Third Party Liability – Click to access the TPL main menu

Field Information

Field Name: Route of Administration Code

Description – Code that allows the selection of route-specific products, providing easy searches and easy formulary definitions

Format – Two numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Route of Administration Code Description

Description – Description of the code allowing the selection of route-specific products, providing easy searches and easy formulary definitions

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

System Information

PBL – REF03.PBL

Window – W_REF_SKEY_ROUTE

Menu – M_REF_CODE_TABLE

Data Windows – DW_SKEY_ROUTE

System Features

This is a display only window.

Section 8: Drug Category Code Description Window

Introduction

The Drug Category Code Description window is used to view the list of drug codes.

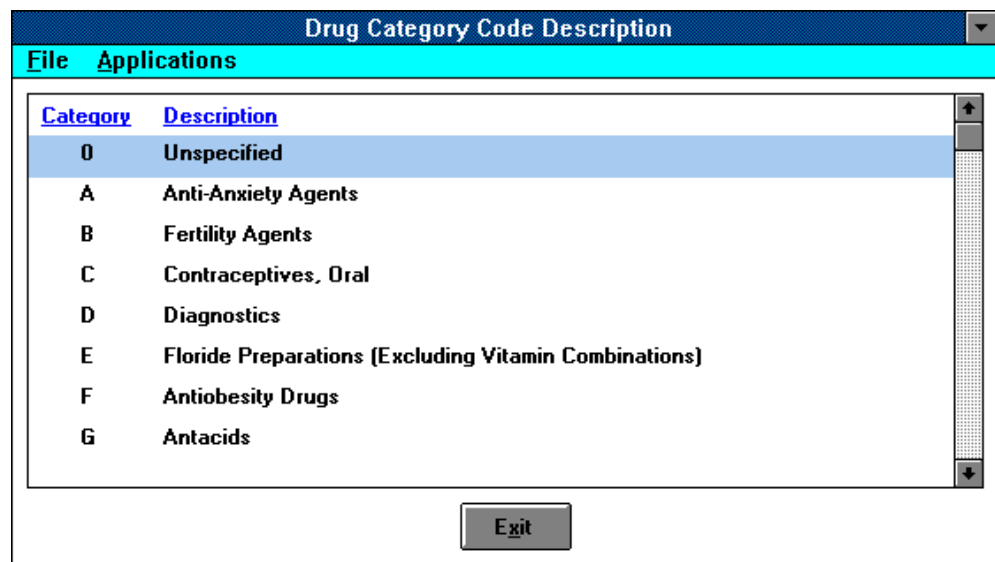


Figure 8.1 – Drug Category Code Description Window

Field Information

Field Name: Category

Description – Indicator that a drug product belongs to a category that is commonly treated as an exception in third party plans

Format – One numeric character

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Description

Description – Category code description text

Format – 100 alphanumeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

System Information

PBL – REF03.PBL

Window – W_REF_DRUG_CATEGORY_CODE

Data Windows – DW_DRUG_CATEGORY_CODE

System Features

None

Section 9: Drug Selection Window

Introduction

The Drug Selection window is the initial window viewed in the Drug option on the Reference menu. This window is used to search for a specific drug on the drug table. The drug windows are used to view or update drug code information. Individuals with update privileges can add new information or change existing data. To select a drug record, type the desired Drug Code and click **Select**.

Drug	Description
00004 0044 01	LEVO-DROMORAN 2MG TABLET
00002 3144 60	AXID 150MG PULVULE
00002 8215 01	HUMULIN R 100U/ML VIAL
00003 0116 75	VEETIDS 500MG TABLET
00004 1964 01	ROCEPHIN 1GM VIAL
00029 6009 23	AMOXIL 250MG/5ML SUSPENSION
00071 0362 24	DILANTIN 100MG KAPSEAL
00081 0249 55	LANOXIN 0.25MG TABLET
00081 0945 55	ZOVIRAX 800MG TABLET
00085 0431 02	PROVENTIL 4MG REPETABS
00085 0887 09	GYNE-LOTRIMIN 1% CREAM
00087 7719 64	CEFZIL 250MG/5ML SUSPENSION
00161 0601 35	PROLASTIN 1000MG VIAL
00182 1877 01	AMILORIDE HCL/HCTZ 5/50 TAB
00277 0106 30	DONATUSSIN PEDIATRIC DROPS
00378 0155 05	PROPOXY-N/APAP 100-650 TAB

Figure 9.1 – Drug Selection Window

File	Applications	Options
Select	Adhoc Reporting	Desi
Print	Claims	Dispensing Fee
Exit	Financial	Limits Restrictions
Exit IndianaAIM	Managed Care	Pricing
	MARS	Rebate
	Prior Authorization	
	Provider	
	Recipient	
	Reference	
	Security	
	SURS	
	Third Party Liability	

Figure 9.2 – Drug Selection Window Menu Tree

This is the menu tree for the Drug Selection window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options:

Select – Selects a specific National Drug Code (NDC)

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the Reference main window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

This menu selection accesses the following areas in IndianaAIM.

Adhoc Reporting – Inactive

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Inactive

Prior Authorization – Click to access PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

SURS – Inactive

Security – Inactive

Third Party Liability – Click to access the TP) main menu

Menu Selection: Options

Desi – Opens the Drug DESI (Drug Efficacy Study Implementation) List window

Dispensing Fee – Opens the Dispensing Fee List window

Limits/Restrictions – Opens the Limits/Restriction Maintenance window

Pricing – Opens the Drug MAC (Maximum Allowable Charge) window

Rebate – Opens the Drug Rebate window

Field Information

Field Name: Drug

Description – NDC identifying a drug

Format – 11 alphanumeric characters

Features – None

Edit – 8002, Type in search criteria

To Correct – Verify typed criteria. Entry is required.

Edit – 8048, Type in only one search criteria

To Correct – Verify typed criteria. Type in only one search criteria.

Field Name: Description

Description – Text describing the NDC

Format – 30 alphanumeric characters

Features – None

Edit – 8002, Type in search criteria

To Correct – Verify typed criteria. Entry is required.

Edit – 8048, Type in only one search criteria

To Correct – Verify typed criteria. Type in only one search criteria.

Field Name: Drug

Description – NDC identifying a drug—only the NDCs that meet the selection criteria display

Format – 11 alphanumeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Description

Description – Text that describes the NDC

Format – 100 alphanumeric characters

Features – None

Edit – None

To Correct – N/a

System Information

PBL – REF03.PBL

Window – W_REF_DRUG_LIST

Menu – M_REF_DRUG

Data Windows – DW_DRUG_LIST

DW_DRUG_SEARCH

System Features

Double-click the drug line to open the Drug Inquiry window.

The window searches for the first occurrence of a drug that is greater than or equal to the entered search criteria. Error message 91024 displays if an exact match is not found.

The window sorts by drug code if a drug code search is executed. The window sorts by drug description if a description search is executed.

Use **Maintain Selection** in the Options menu to maintain State-defined drugs. If the drug selected is not a State-defined drug, error message 8071 displays.

Section 10: Drug DESI List Window

Introduction

The Drug DESI List window is used to update drugs that have been found to be less than effective. Click **Options** and click **DESI** to access the Drug DESI List window. This is an inquiry only window.

Drug DESI

File Edit Applications

Drug: 00002 0802 02

Desc: DARVON 32MG PULVULE

HCFA DESI List

DESI	Effective Date	End Date	Status
2	1993/01/01	2299/12/31	Active

State DESI Maintenance

Effective Date End Date

New Save Exit

Figure 10.1 – Drug DESI List Window

Field Information

Field Name: DESI

Description – DESI code as supplied on the CMS quarterly tape. The code identifies the status of the NDC drug.

Format – One numeric character. Valid values include the following:

- 2-6

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Effective Date

Description – Date the HCFA DESI status took effect

Format – CCYYMMDD

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: End Date

Description – Date the HCFA DESI status is no longer in effect

Format – CCYYMMDD

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Status

Description – Indicates the NDC is active for less than effective drugs

Format – Valid values include the following:

- Active
- Inactive

Features – Protected, display only

Edit – None

To Correct – N/a

System Information

PBL – REF03.PBL

Window – W_REF_DRUG_LIMITS_MAINT

Menu – None

Data Windows – DW_DRUG_HEADER

DW_DRUG_LIMITS_MAINTS

System Features

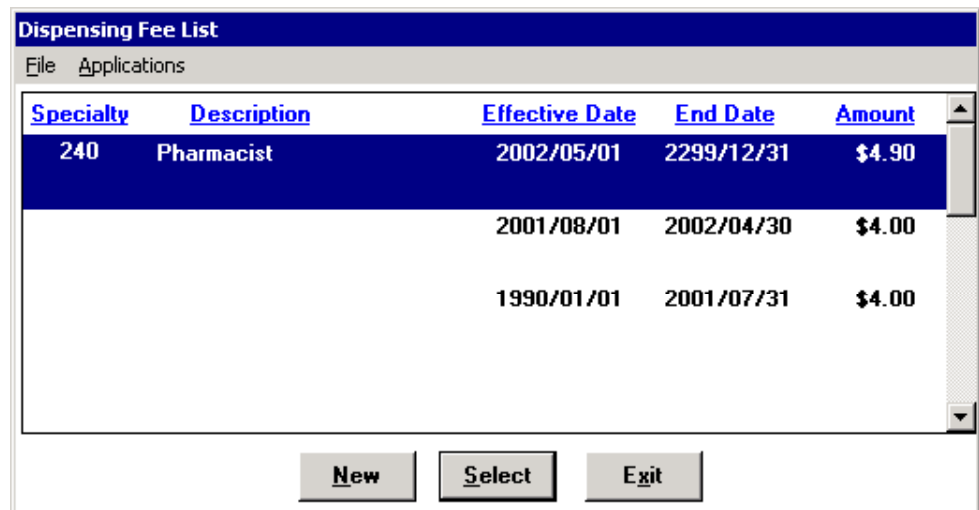
None

Section 11: Dispensing Fee List Window

Introduction

The Dispensing Fee List window identifies the dispensing fee by provider specialty.

The Dispensing Fee list window is accessed from the Main Menu by clicking **Reference**, then clicking **Drug**. When the Drug Inquiry window appears, enter an NDC in the Next Drug field and click **Inquire**. Click the **Options** drop-down list and select **Dispensing Fee**.



<u>Specialty</u>	<u>Description</u>	<u>Effective Date</u>	<u>End Date</u>	<u>Amount</u>
240	Pharmacist	2002/05/01	2299/12/31	\$4.90
		2001/08/01	2002/04/30	\$4.00
		1990/01/01	2001/07/31	\$4.00

New Select Exit

Figure 11.1 – Dispensing Fee List Window

File	Applications
New	Adhoc Reporting
Select	Claims
Print	Financial
Exit	Managed Care
Exit IndianaAIM	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 11.2 – Dispensing Fee List Window Menu Tree

This is the menu tree for the Dispensing Fee List window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options is displayed in a drop-down list box. If some commands or window options are in gray, it is because they are not available at the time.

A command or window may be chosen by the following:

1. Clicking the command or window option title.
2. Clicking on the desired option title, and a drop-down box appears. Click the desired command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

These commands allow users to create a new record, save updated information, exit the window, and print the screen displayed.

New – Allows the user to create new criteria

Select – Selects a record

Print – Prints a data window, the current window, or the entire screen

Exit – Exits the window and returns to a previous window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

This menu allows access to the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting windows

Claims – Click to access the Claims windows

Financial – Click to access the Financial windows

Managed Care – Click to access the Managed Care windows

MARS – Click to access MARS windows

Prior Authorization – Click to access the Prior Authorization windows

Provider – Click to access the Provider windows

Recipient – Click to access the Recipient windows

Reference – Click to access the Reference windows

Security – Click to access the Security windows

SURS – Click to access the SURS windows

Third Party Liability – Click to access the TPL windows

Field Information

Field Name: Specialty

Description – Provider specialty that is in effect for the dispensing fee

Format – Three numeric characters

Features – None

Edits – None

To Correct – N/a

Field Name: Description

Description – Description of the specialty selected

Format – 25 alphanumeric characters

Features – None

Edits – None

To Correct – None

Field Name: Effective Date

Description – Date the dispensing fee is effective

Format – Eight numeric characters (CCYYMMDD)

Features – None

Edits – N/a

To Correct – N/a

Field Name: End Date

Description – Date the dispensing fee is no longer in effect

Format – Eight numeric characters (CCYYMMDD)

Features – None

Edits – None

To Correct – N/a

Field Name: Amount

Description – Amount in effect for the dispensing fee

Format – Four numeric characters plus decimal

Features – None

Edits – None

To Correct – N/a

Other System Messages

Save Successful

Save Unsuccessful

No Modifications

System Information

PBL – REF03.PBL

Window – W_REF_DISPENSING_FEE_LIST

Menu – M_BASE_LIST_RETRIEVE

Data Windows – DW_DISPENSING_FEE_LIST

System Features

Click **New** to generate a new record.

Click **Select** to identify an existing record.

Click **Exit** to prompt the user to save changes.

Section 12: Dispensing Fee Maintenance Window

Introduction

The Dispensing Fee Maintenance window identifies the dispensing fee by provider specialty.

The Dispensing Fee Maintenance window is accessed from the Main Menu by clicking **Reference**, then clicking **Drug**. When the Drug Inquiry window appears, enter an NDC in the Next Drug Field and click **Inquire**. Click the **Options** drop-down list and select **Dispensing Fee**. Click **Select** for updates or **New** for a new entry.

The screenshot shows a software window titled "Dispensing Fee Maintenance". It features a menu bar with "File", "Edit", and "Applications". The main content area has four labeled fields: "Specialty" (a dropdown menu), "Effective Date" (a text box with "0000/00/00"), "End Date" (a text box with "2299/12/31"), and "Amount" (a text box with "\$0.00"). At the bottom of the window are three buttons: "Save", "Delete", and "Exit".

Figure 12.1 – Dispensing Fee Maintenance Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 12.2 – Dispensing Fee Maintenance Window Menu Tree

This is the menu tree for the Dispensing Maintenance window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options for the Dispensing Maintenance window.

Menu Bar

The menu bar is below the window's title bar and contains the heading for the list of commands or window options.

The list of available commands or window options is displayed in a drop down list box. If some commands or window options are in gray, it is because they are not available at the time.

A command or window may be chosen by:

1. Clicking the command or window option title.
2. Clicking on the desired option title, and a drop down box appears. Click the desired command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

These commands allow users to create a new record, save updated information, exit the window, and print the screen displayed.

Save – Saves the updated information

Delete – Deletes a record

Print – Prints a data window, the current window, or the entire screen

Exit – Exits the window and returns to a previous window

Audit – Allows the user to view the system changes made to each individual window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Edit

These menu commands allow users to create a new record and modify data.

Copy – Copies text for transfer to another area

Paste – Pastes text that was cut or copied from another area

Cut – Deletes the text and places it on the clipboard

Menu Selection: Applications

These menu options allow access to the following areas of IndianaAIM

Adhoc Reporting – Click to access the Adhoc Reporting windows

Claims – Click to access the Claims windows

Financial – Click to access the Financial windows

Managed Care – Click to access the Managed Care windows

MARS – Click to access MARS windows

Prior Authorization – Click to access the PA windows

Provider – Click to access the Provider windows

Recipient – Click to access the Recipient windows

Reference – Click to access the Reference windows

Security – Click to access the Security windows

SURS – Click to access the SURS windows

Third Party Liability – Click to access the TPL windows

Field Information

Field Name: Specialty

Description – Provider specialty that is effective for this dispensing fee

Format – N/a

Features – None

Edit – 91037, Specialty field is required

To Correct – Verify entry and enter a valid provider specialty

Edit – 8114, Dispensing Fee already active for entered dates

To Correct – Verify entry and enter a valid provider specialty

Field Name: Effective Date

Description – Date the dispensing fee is effective

Format – Eight numeric characters (CCYYMMDD)

Features – None

Edit – 91003, Date is Required

To Correct – Verify entry and re-enter

Edit – 91002, Date must be numeric!

To Correct – Verify entry and re-enter

Field Name: End Date

Description – Date the dispensing fee is no longer in effect

Format – Eight numeric characters (CCYYMMDD)

Features – Defaults to 2299/12/31

Edit – 91002, Date must be numeric

To Correct – Verify entry and re-enter

Edit – 8012, End date must be on or after effective date

To Correct - Verify entry and re-enter

Edit – 91003, Date is required!

To Correct – Verify entry and re-enter

Field Name: Amount

Description – Amount in effect for the dispensing fee

Format – Four numeric characters plus decimal

Features – None

Edit – 91007 Data must be numeric!

To Correct – Verify entry and re-enter

Edit – 8078 Dispensing fee cannot exceed 999.9

To Correct – Verify entry and re-enter

Other System Messages

7002 – Do you really want to delete this record?

8004 – No changes keyed!

Save Successful

Save Unsuccessful

No Modifications

Delete Successful

Change will Delete Procedure Limitations! Continue to Save?

System Information

PBL – REF03.PBL

Window – W_REF_DISPENSING_FEE_MAINT

Menu – M_BASE_MAINT_SIMPLE

Data Windows – DW_DISPENSING_FEE_MAINT

System Features

Click **Save** to save changes.

Click **Delete** to identify and delete the existing record.

Click **Exit** to prompt the user to save changes.

Section 13: Drug Limits/Restrictions Maintenance Window

Introduction

The Drug Limits/Restrictions Maintenance window is used to update limits and restrictions for a specific NDC code.

The Drug Limits/Restrictions Maintenance window is accessed from the Main Menu by clicking **Reference** and then clicking **Drug**. From the Drug Inquiry window, click the **Options** drop-down list and then click **Limits/Restrictions**.

Drug Limits/Restrictions Maintenance

File Applications

Drug: 00071 0155 23

Desc: LIPITOR 10MG TABLET

Row 1 of 1	
Effective Date: 19970121	End Date: 2299/12/31
Sex: Both	Coverage: Covered
Refill: 99	PA: <input type="checkbox"/>
Age: 0 to 999	Central Nervous System: <input type="checkbox"/>
Days Supply: 1 to 999	Maintenance: <input type="checkbox"/>
Classification: No Classification	

New Save PA NON-Maint. Exit

Figure 13.1 – Drug Limits/Restrictions Maintenance Window

File	Applications
New	Adhoc Reporting
Save	Claims
Print	Financial
Exit	Managed Care
Audit	MARS
Exit IndianaAIM	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 13.2 – Drug Limits/Restrictions Maintenance Window Menu Tree

This is the menu tree for the Drug Limits/Restrictions Maintenance window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click on the desired option title and a drop-down box displays.
Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

New – Allows the user to add a new segment

Save – Saves the information updated

Print – Prints a data window, the current window, or the entire screen

Exit – Exits the window and returns to a previous window

Audit – Allows the user to view the system changes made to each individual window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

These menu options access the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting menu

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Click to access the MARS Menu

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Click to access the Security main menu

SURS – Click to access the SURS main menu

Third Party Liability – Click to access the TPL main menu

Field Information

Field Name: Drug

Description – NDC comprised of a five-byte numeric labeler code, a four-byte numeric product code, and a two-byte numeric package code used to identify a drug

Format – 11 numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Desc

Description – Description of the NDC

Format – 100 alphanumeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Effective Date

Description – Date the drug limitations are effective

Format – Eight numeric characters in CCYYMMDD format

Features – None

Edit – 91030, Drug Limitation date segments may not overlap!

To Correct – Verify typing. The end date of the current segment may not overlap the effective date of the same segment.

Edit – 8033, Effective date is required

To Correct – Verify typing. Entry is required.

Edit – 91002 - Date must be numeric!

To Correct – Verify typing. Entry is required.

Edit – 8010, End date must be on or after DX code eff date

To Correct – Verify typing. Entry is required.

Edit – 91001, Invalid Date (CCYYMMDD)!

To Correct – Verify typing. Entry is required.

Field Name: End Date

Description – Date the drug limitations are no longer in effect

Format – Eight numeric characters in CCYYMMDD format

Features – For a new segment End Date defaults to 2299/12/31

Edit – 91030, Drug Limitation Date segments may not overlap!

To Correct – Verify typing. The end date of the current segment may not overlap the effective date of the same segment.

Edit – 91002, Date must be numeric!

To Correct – Verify typing. Entry is required.

Edit – 91001, Invalid Date (CCYYMMDD)!

To Correct – Verify typing. Entry is required.

Field Name: Sex

Description – Gender of a member for which an NDC may be billed

Format – Six alphanumeric characters

Features – Drop-down list to select valid values from system table. For new segment, Sex automatically populates to both. Valid values include the following:

- Male
- Female
- Both

Edit – None

To Correct – N/a

Field Name: Coverage

Description – NDC code is covered for the effective date and end date indicated

Format – Valid values include the following:

- Covered
- Non-Covered

Features – Drop-down list to select valid values from system table. For new segment, Coverage is automatically populated with Covered.

Edit – None

To Correct – N/a

Field Name: PA

Description – PA indicator

Format – One special character

Features – Checkbox. Click box and a check appears. The checkbox indicates that PA is required for this product.

Edit – Do you want to end date PA Segments Before Removing Indicator?

To Correct – Verify end dates for PA segments

Edit – Remember To Add PA Date Segments

To Correct – Ensure PA Segments have been added to the Drug PA Maintenance window

Field Name: Refill

Description – Number of refills available for a prescribed drug

Format – Two numeric characters

Features – None

Edit – None

To Correct – N/a

Field Name: Central Nervous System

Description – Central nervous system drug indicator

Format – One special character

Features – Checkbox. Click box and a check appears. The checkbox indicates that the drug is a central nervous system drug.

Edit – None

To Correct – N/a

Field Name: Age

Description – Minimum and maximum age that is valid for this drug

Format – Three numeric characters

Features – None

Edit – 8056, Min. Age must be numeric!

To Correct – Verify typing, field must be numeric

Edit – 8055, Max. Age must be numeric!

To Correct – Verify typing, field must be numeric

Edit – 8060, Max. Age must be \geq the Min. Age Limitation!

To Correct – Review entry of Minimum and Maximum age

Field Name: Maintenance

Description – Drug is required for maintaining health and provisions have been made to provide the drug in quantities greater than the standard 30-day or monthly supply

Format – One special character

Features – Checkbox. Click box and a check appears. The checkbox indicates that the drug is a maintenance drug.

Edit – Please check to see if the NON-Maintenance Date Segments for AHFS Class have been added

To Correct – Double-click **NON-Maintenance** and enter data in the NON-Maintenance Drug Class window

Field Name: Days Supply

Description – Minimum and maximum number of days a prescribed drug should last a recipient from the date it is dispensed

Format – Three numeric characters

Features – None

Edit – 91029, Min Supply Days must be numeric!

To Correct – Verify typing, field must be numeric

Edit – 91029, Max Supply Days must be numeric!

To Correct – Verify typing, field must be numeric

Edit – 8088, Max. Days Supply must be \geq the Min. Days Supply

To Correct – Review entry of Minimum and Maximum days supply.

Field Name: Classification

Description – Drug classification used in the pricing drug rebate and copay logic

Format – 25 alphanumeric characters

Features – Drop-down list to select valid values from system table. Classification defaults to **No** Classification when no entry is made.

Edit – None

To Correct – N/a

Other Messages

Save Unsuccessful

Save Successful

Do you want to save changes?

Do you want to save the changes you made to “TP Doco Drug Limits Rest Maint?”

System Information

PBL – REF03.PBL

Window – W_REF_DRUG_LIMITS_MAINT

Menu – M_REF_BASE_LIST_UPDATE

Data Windows – DW_DRUG_HEADER

DW_DRUG_LIMITS_MAINTS

System Features

Click **New** to open a new window and update.

Click **Save** to save the changes made to the window.

Click **PA** to open the Drug PA Maintenance window.

Click **NON-Maint.** to open the NON – Maintenance Drug Class window.

Click **Exit** to close this window and prompt the user to save any changes that were made.

Section 14: Drug PA Maintenance Window

Introduction

This window is used to add PA date segments for specific NDCs, and insert and update PA date segments for a specific NDC code.

The Drug PA Maintenance window is accessed from the Main Menu by clicking **Reference**, and then click **Drug**. From the Drug Inquiry window, click the **Options** drop-down list and then click **Limits/Restrictions**. From the Drug Limits/Restrictions window, click the **PA** box to indicate Prior Authorization. Once this is entered, the Drug PA Maintenance window automatically appears.

The screenshot shows a software window titled "Drug PA Maintenance". At the top is a menu bar with "File" and "Applications". Below the menu bar, there are two labels: "Drug:" followed by a text box containing "00071 0155 23", and "Desc:" followed by a text box containing "LIPITOR 10MG TABLET". In the center of the window is a table with two columns, "Effective Date" and "End Date". To the right of the table are four buttons stacked vertically: "New", "Save", "Delete", and "Exit".

Figure 14.1 – Drug PA Maintenance Window

File	Applications
Select	Adhoc Reporting
Print	Claims
Delete	Financial
Exit	Managed Care
Exit IndianaAIM	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 14.2 – Drug PA Maintenance Window Menu Tree

This is the menu tree for the Drug PA Maintenance window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options:

Select – Selects a specific NDC

Print – Prints a data window, current window, or the entire screen

Delete – Deletes the active row from the database

Exit – Returns to the Reference main window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

This menu selection accesses the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting menu

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Click to access the MARS menu

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Click to access the SURS main menu

Third Party Liability – Click to access the TPL main menu

Field Information

Field Name: Drug

Description – NDC is used to identify a drug. It is comprised of a five-byte numeric labeler code, a four-byte numeric product code, and a two-byte numeric package code.

Format – 11 numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Desc

Description – Description of the NDC

Format – 100 alpha characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Effective Date

Description – Date the drug limitations are effective

Format – Eight numeric characters in CCYYMMDD format

Features – None

Edit – 91030, Date segments may not overlap

To Correct – Verify typing. The end date of the current segment may not overlap the effective date of the same segment.

Edit – 8033, Effective date is required

To Correct – Verify typing. Entry is required.

Field Name: End Date

Description – Date the drug limitations are no longer in effect

Format – Eight numeric characters in CCYYMMDD format

Features – None

Edit – 91030, Date segments may not overlap

To Correct – Verify typing. The end date of the current segment may not overlap the effective date of the same segment.

System Information

PBL – REF03.PBL

Window – W_NDC_PA

Menu – M_NDC_PA

Data Windows – DW_DRUG_HEADER

DW_NDC_PA

System Features

None

Section 15: NON – Maintenance Drug Class Window

Introduction

The Drug Category Code Description window is used to view effective date, end date, and number days supply allowed for drugs classified as non-maintenance.

Data is populated from the AHFS Class Code Maintenance window. The NON – Maintenance Drug Class window is accessed from the Main Menu by clicking **Reference** and then clicking **Drug**. From the Drug Inquiry window, click the **Options** drop-down list and click **Limits/Restrictions**. The Drug Limits/Restrictions window populates data from the Drug Inquiry window. Then click **NON-Maintenance** on the Drug/Limitations Maintenance window.

Effective Date	End Date	Days Supply
20020401	22391231	34

Figure 15.1 – NON – Maintenance Drug Class Window

File	Applications
New	Adhoc Reporting
Save	Claims
Print	Financial
Exit	Managed Care
Audit	MARS
Exit IndianaAIM	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 15.2 – NON – Maintenance Drug Class Window Menu Tree

This is the menu tree for the Non-Maintenance Drug Class window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options:

New – Add a new date segment

Save – Save a new date segment

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the Reference main window

Audit – Displays audit trail for date segments added

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

This menu selection accesses the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting menu

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Click to access the Mars Menu

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Click to access the Security main menu

SURS – Click to access the SURS main menu

Third Party Liability – Click to access the TPL main menu

Field Information

Field Name: AHFS Class

Description – Identifies a drug classification

Format – Six numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Drug

Description – NDC is used to identify a drug. It is comprised of a five-byte numeric labeler code, a four-byte numeric product code, and a two-byte numeric package code.

Format – 11 numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Desc

Description – NDC name of the drug

Format – 30 characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Effective Date

Description – Date the drug limitations are effective

Format – Eight numeric characters in CCYYMMDD format

Features – None

Edit – None

To Correct – N/a

Field Name: End Date

Description – Date the drug limitations are no longer in effect

Format – Eight numeric characters in CCYYMMDD format

Features – None

Edit – None

To Correct – N/a

System Information

PBL – REF03.PBL

Window – W_AHFS_CLASS_MAINT

Menu – M_NDC_PA

Data Windows – DW_DRUG_AHFS_HEADER

DW_DRUG_AHFS_MAINT

System Features

None

Section 16: Drug Pricing Window

Introduction

The Drug Pricing window is used to view the MAC unit priced drugs and AWP unit price.

The screenshot shows the 'Drug Pricing' window with a menu bar (File, Applications, Option) and a title bar. The main area contains input fields for drug details and two tables for pricing information.

Drug Details:

- Drug: 00008 2564 01
- Desc: NORPLANT SYSTEM KIT
- Strength: 0 / 0
- Drug Form: EA
- Package: KIT
- Package Size: 1.000

Drug Mac Pricing Table:

Effective Date	End Date	MAC Type	MAC Price	Status
0000/00/00	2299/12/31		\$0.00000	Active

Drug AWP Pricing Table:

Effective Date	End Date	Average Wholesale Unit Price	EAC Price	Status	EAC Percent	EAC Pe Effective
1992/10/01	2299/12/31	\$456.25000	\$410.62500	Active	0.90	1989/1
1991/02/08	1992/09/30	\$437.50000	\$393.75000	Active	0.90	1989/1

At the bottom of the window are three buttons: New, Select, and Exit.

Figure 16.1 – Drug Pricing Window

File	Applications	Options
Print	Adhoc Reporting	MAC Maintenance
Exit	Claims	AWP Maintenance
Exit IndianaAIM	Financial	
	Managed Care	
	MARS	
	Prior Authorization	
	Provider	
	Recipient	
	Reference	
	Security	
	SURS	
	Third Party Liability	

Figure 16.2 – Drug Pricing Window Menu Tree

This is the menu tree for the Drug Pricing window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options are in a drop-down box. If a command or window is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** and the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options:

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the Drug Pricing window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

This menu selection accesses the following areas in IndianaAIM.

Adhoc Reporting – Click to access Adhoc Reporting

Claims - Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed care menu

MARS – Click to access the MARS main menu

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Click to access the SURS main menu

Third Party Liability – Click to access the TPL main menu

Menu Selection: Options

MAC Maintenance – Allows update of State MAC pricing

AWP Maintenance – Allows update of State AWP pricing

Field Information

Field Name: Drug

Description – NDC used to uniquely identify a drug

Format – 11 alphanumeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Desc

Description – NDC descriptive text

Format – 100 alphanumeric characters

Features – None

Edit – None

To Correct – N/a

Field Name: Strength

Description – Drug strength and drug strength volume display. This is the description of the drug potency in metric units.

Format – 11 alphanumeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Drug Form

Description – Basic drug measurement used to unit perform the price calculation

Format – Two characters. Valid values include the following:

- EA – Each (tablets, kits, etc.)
- ML – Liquids
- GM – Solids

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Package

Description – Drug product container description

Format – 11 alphanumeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Package Size

Description – Package size in metric quantity used to calculate a unit price. The usual labeled quantity the pharmacist dispenses from, such as 100 tablets, 100 capsules, or 20 ml vial.

Format – 11 alphanumeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Drug MAC Pricing**Field Name: Effective Date**

Description – Effective date that the AWP and the Estimated Acquisition Cost (EAC) take effect

Format – CCYYMMDD

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: End Date

Description – Date that the AWP and the EAC are no longer in effect.

Format – CCYYMMDD

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: MAC Type

Description – Indicator that the drug is State-unique, First Data Bank supplies the drug is added and updated by FOB or is added by the national ProDUR system

Format – One character

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: MAC Price

Description – Indicator of the unit price for a drug under federal MAC regulation

Format – Nine numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Status

Description – Action or inaction initiator for rates indicated on each line listed

Format – Valid values include the following:

- Active
- Inactive

Features – Drop-down list

Edit – None

To Correct – N/a

Drug AWP Pricing

Field Name: Effective Date

Description – Date that the AWP and the EAC took effect

Format – Eight numeric characters in CCYYMMDD format

Features – None

Edit – 8012, End date must be on or after the effective date

To Correct – Verify typing. Ensure that the ending date is greater or equal to the effective date.

Edit – 8033, Effective date is required

To Correct – Verify typing. Entry is required.

Edit – 8069, AWP - Already active for entered date

To Correct – Verify typing. The date AWP is active for the date entered.

Edit – 91001, Invalid Date (CCYYMMDD)!

To Correct – Verify typing. The date must be in CCYYMMDD format.

Edit – 91002, Date must be numeric

To Correct – Verify typing. Date must be numeric characters only, 0-9.

Edit – 91003, Date is required!

To Correct – Verify typing. Entry is required.

Field Name: End Date

Description – Date that the AWP and the EAC is no longer in effect

Format – Eight numeric characters in CCYYMMDD format

Features – None

Edit – 91001, Invalid Date (CCYYMMDD)!

To Correct – Verify typing. The date must be in CCYYMMDD format.

Edit – 91002, Date must be numeric!

To Correct – Verify typing. Date must be numeric only, 0-9.

Field Name: Average Wholesale Unit Price

Description – Blue book average wholesale unit price of drug—represents the most common wholesaler price to the retailer or hospital.

Format – Nine numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: EAC Price

Description – EAC unit price of drug. Calculated using the blue book average wholesale unit price that represents the most common wholesaler price to the retailer or hospital.

Format – Nine numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Status

Description – Active or inactive for dates indicated on each line listed

Format – Valid values include the following:

- Active
- Inactive

Features – Drop-down list

Edit – None

To Correct – N/a

Field Name: EAC Percent

Description – Percentage used to calculate the rate based on whether the drug is legend or non-legend

Format – Nine numeric characters

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: EAC Percent Effective Date

Description – Effective date of the EAC percentage

Format – Eight numeric characters in CCYYMMDD format

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: EAC Percent End Date

Description – End date of the EAC percentage

Format – Eight numeric characters in CCYYMMDD format

Features – Protected, display only

Edit – None

To Correct – N/a

System Information

PBL – REF03.PBL

Window – W_REF_DISPENSING_FEE_PROV

Menu – M_BASE_LIST_UPDATE

Data Windows – DW_PROVIDER_HEADER

DW_DISPENSING_FEE_PROV

System Features

Click **New** to add new information to the Provider Dispensing Fee Adjustment table.

Click **Save** to save typed information.

The list is scrollable.

The user must type the decimal point when typing in the percentage.

Section 17: Drug State MAC Maintenance Window

Introduction

The Drug State MAC Maintenance window is used to view the STATE MAC price with effective and end dates.

The Drug STATE MAC Maintenance window is accessed from the Main Menu by clicking **Reference**, and then clicking **Drug**. From the Drug Inquiry window, select an NDC and click **Inquire**. Click the **Options** drop-down list, then click **Pricing**, which brings up the Drug Pricing window. Click the **Options** drop-down list, click **MAC Maintenance**. The Drug State MAC Maintenance window appears.

The screenshot shows a software window titled "Drug State MAC Maintenance". It features a menu bar with "File" and "Applications". The main content area contains the following fields and values:

- Effective Date:** 2002/06/06
- End Date:** 22991231
- Status:** Active (with a dropdown arrow)
- State MAC Price:** \$0.11998

At the bottom of the window, there are three buttons labeled "New", "Save", and "Exit".

Figure 17.1 – Drug State MAC Maintenance Window

File	Applications
New	Adhoc Reporting
Save	Claims
Print	Financial
Exit	Managed Care
Audit	MARS
Exit IndianaAIM	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 17.2 – Drug State MAC Maintenance Window Menu Tree

This is the menu tree for the Drug State MAC Maintenance window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

New – Allows the user to create new criteria

Save – Saves the updated information

Print – Prints a data window, the current window, or the entire screen

Exit – Exits the window and returns to a previous window

Audit – Allows the user to view the system changes made to each individual window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

These menu options access the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting menu

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Click to access the MARS menu

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Click to access the SURS main menu

Third Party Liability – Click to access the TPL main menu

Field Information

Field Name: Effective Date

Description – Date the pricing is effective

Format – Eight numeric characters (CCYYMMDD)

Features – None

Edit – 8070, MAC pricing already active for entered dates.

To Correct – Verify previous segment and reenter dates

Edit – 91003, Date is required!

To Correct – Enter date in CCYYMMDD format

Edit – 91001, Invalid Date (CCYYMMDD)!

To Correct – Verify date entered

Edit – 91002, Date must be numeric!

To Correct – Verify date entered

Field Name: End Date

Description – Date the price is no longer in effect

Format – Eight numeric characters (CCYYMMDD)

Features – Defaults to 22991231 if not entered

Edit – 91003, Date is required!

To Correct – Enter date in CCYYMMDD format

Edit – 91002, Date must be numeric!

To Correct – Verify date entered

Edit – 8012, End date must be on or after effective date

To Correct – Verify date entered

Edit – 91001, Invalid Date (CCYYMMDD)!

To Correct – Verify typing. Entry is required.

Field Name: Status

Description – Determines the active or inactive status of the price

Format – Eight alphanumeric characters

Features – Drop-down list to select valid values from system table.
Defaults to Active if no selection is made.

Edit – None

To Correct – None

Field Name: State MAC Price

Description – State MAC Price

Format – Nine numeric characters plus decimal

Features – Defaults to \$0.00000 if not entered

Edit – 8037, MAC Amount cannot exceed 9,999,999.99!

To Correct – Re-enter valid MAC amount

Edit – 91007, MAC Amount Data must be numeric!

To Correct – Re-enter MAC amount

Other System Messages

Save Successful

Save Unsuccessful

91004 - Do you want to save changes?

8004 - No changes keyed!

System Information

PBL – REF03.PBL

Window – W_REF_DRUG_MAC_MAINT

Menu – M_REF_MAINT_SIMPLE2

Data Windows – DW_DRUG_MAC_MAINT

System Features

Click **New** to create a new row to enter information.

Click **Save** to save the new row entered.

Click **Exit** to close this window and prompt the user to save any changes that were made.

Section 18: State MAC Rate Maintenance Window

Introduction

The State MAC Rate Maintenance window is used to view or create State MAC rates.

The State MAC Rate Maintenance window is accessed from the Main Menu by clicking **Reference**, and then clicking **Drug**. From the Drug Inquiry window, click the **Options** drop-down list, then click **Smart Key Description Maintenance**.

Double-click on the specific Smart Key Description to display the State MAC Rate Maintenance window. New records and updates take place in a nightly batch update. No delete capability is allowed.

State MAC Rate Maintenance

File Edit Applications Options

MAC Description: BUSPIRONE HCL 10MG TEST 5

Drug (NDC)	Generic Class	Specific Class	Ingredient HICL	Strength	Dosage	Route Code	Package Size	State MAC Rate	Class (OTC/RX)
00087081944	80	0258	01620	0240	600	01	0100	\$.0006	F
00591065805	80	0258	01620	0240	600	01	0100	\$.0006	F

Drug (NDC)	Effective Date	End Date	MAC Rate
00087081944	2002/06/16	2299/12/31	\$.0006
00591065805	2002/06/16	2299/12/31	\$.0006

Number of NDCs Effected: 2

New State MAC Rate: New Effective Date: 20020807 New End Date: 22991231

Save Exit

Figure 18.1 – State MAC Rate Maintenance Descriptions Window

File	Edit	Applications	Options
New	Copy	Adhoc Reporting	Select
Save	Paste	Claims	
Print	Cut	Financial	
Exit		Managed Care	
Audit		MARS	
Exit IndianaAIM		Prior Authorization	
		Provider	
		Recipient	
		Reference	
		Security	
		SURS	
		Third Party Liability	

Figure 18.2 – State MAC Rate Maintenance Descriptions Window Menu Tree

This is the menu tree for the State MAC Rate Maintenance window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

New – Opens a new window for update

Save – Saves the changes made to the window

Print – Prints a data window, the current window, or the entire screen

Exit – Exits the window and returns to a previous window

Audit – Allows the user to view the system changes made to each individual window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Edit

This menu selection provides the following options.

Copy – Copies text for transfer to another area or application

Paste – Pastes text that was cut or copied from another area

Cut – Deletes the text and places it on the clipboard

Menu Selection: Applications

These menu options access the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting menu

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Click to access the MARS menu

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Click to access the SURS main menu

Third Party Liability – Click to access the TPL main menu

Menu Selection: Options

Select – N/a

Field Information

Field Name: MAC Description

Description – MAC smart key description

Format – 50 alphanumeric characters

Features – Protected, display only

Edit – N/a

To Correct – N/a

Field Name: Drug (NDC)

Description –NDC that will be subject to the MAC rates

Format – 11 alphanumeric characters

Features – Protected, display only

Edit – N/a

To Correct – N/a

Field Name: Generic Class

Description – Generic Therapeutic Class code breaking all products into broad therapeutic classifications

Format – Two numeric characters

Features – Protected, display only

Edit – N/a

To Correct – N/a

Field Name: Specific Class

Description – Specific Therapeutic Class Code allows for either subdividing items into more refined groups or into specific therapeutic classifications

Format – Four numeric characters

Features – Protected, display only

Edit – N/a

To Correct – N/a

Field Name: Ingredient HICL

Description – HICL provides a means for associating products with the same ingredient combination (generic name). For example, all aspirin single ingredient products will have the same HICL value. All combination products containing only aspirin and codeine will have the identical and unique HICL.

Format – Five numeric characters

Features – Protected, display only

Edit – N/a

To Correct – N/a

Field Name: Strength

Description – Strength code used to identify all unique strength descriptions

Format – Four numeric characters

Features – Protected, display only

Edit – N/a

To Correct – N/a

Field Name: Dosage

Description – Dosage form code used for selecting specific dosage forms regardless of strength. It can be used for sorting products into unique dosage for groups or for encoding drug formularies.

Format – Three numeric characters

Features – Protected, display only

Edit – N/a

To Correct – N/a

Field Name: Route Code

Description – Allows the selection of route-specific products with or without other subfield definitions, providing easy searches and easy formulary definitions

Format – Two numeric characters

Features – Protected, display only

Edit – N/a

To Correct – N/a

Field Name: Package Size

Description – Metric quantity used to determine a unit price. It is the usual labeled quantity from which the pharmacist dispenses.

Format – 11 numeric characters

Features – Protected, display only

Edit – N/a

To Correct – N/a

Field Name: State MAC Rate

Description – Rates set by the State for the MAC

Format – Nine numeric characters plus decimal, xxxx.xxxxxx

Features – Protected, display only

Edit – N/a

To Correct – N/a

Field Name: Class (OTC/RX)

Description – Method in which the drug was dispensed

Format – Three characters

Features – Protected, display only. Valid values include the following:

- N/a—Blank
- Over the Counter (OTC)—0
- Prescription (RX)—F

Edit – N/a

To Correct – N/a

Field Name: Drug (NDC)

Description – NDC that is subject to the MAC rate

Format – 11 alphanumeric characters

Features – Protected, display only

Edit – N/a

To Correct – N/a

Field Name: Effective Date

Description – Date the specific MAC rate becomes effective for processing claims using the date dispensed

Format – CCYYMMDD, eight numeric characters

Features – Protected, display only

Edit – N/a

To Correct – N/a

Field Name: End Date

Description – Date the specific MAC rate is no longer in effect for processing claims using the date dispensed

Format – CCYYMMDD, eight numeric characters

Features – Protected, display only

Edit – N/a

To Correct – N/a

Field Name: MAC Rate

Description – State MAC rate for the NDCs associated with the Smart Key description

Format – Nine numeric characters plus decimal, xxxx.xxxxx

Features – Protected, display only

Edit – N/a

To Correct – N/a

Field Name: Number of NDCs Effected

Description – Sum of the NDC's effected by the MAC description

Format – Three characters

Features – Protected, display only

Edit – N/a

To Correct – N/a

Field Name: New State MAC Rate

Description – New State MAC, which is developed and maintained by EDS and OMPP

Format – Nine numeric characters, plus decimal point

Features – None

Edit – The State Mac Rate must be Numeric

To Correct – Verify typing

Edit – The State Mac Rate format is 9999.99999

The Total Number of Digits is 9 plus Decimal Point

To Correct – Verify typing Review quantity entered

Edit – The State Mac Rate is a Required field

To Correct – Verify typing. The rate should not exceed nine characters plus a decimal.

Field Name: New Effective Date

Description – Specific date that the MAC Rate will become effective

Format – CCYYMMDD, eight numeric characters

Features – Defaults to current date if no date is entered

Edit – Effective Date not valid. Must be in the format of YYYYMMDD. You entered xxxxxx Please rekey Effective date

To Correct – Verify typing. The date must be in YYYYMMDD.

Field Name: New End Date

Description – Specific date that the MAC Rate is no longer in effect

Format – CCYYMMDD, eight numeric characters

Features – Defaults to 22991231 if no date is entered

Edit – End date not valid must be in the format of YYYYMMDD You entered xxxxxxxx Please rekey End Date

To Correct – Verify typing. The date must be in YYYYMMDD.

Edit – End date cannot be before effective date you entered xxxxx Please rekey End Date

To Correct – Verify entry of Effective and End date

Other Messages

Save Unsuccessful

Save Successful

System Information

PBL – REF03.PBL

Window – W_STATE_MAC_MAINTENANCE

Menu – M_BASE_MAINT_SIMPLE_WITH_LIST

Data Windows – DW_STATE_MAC_MAINT_T_DRUG

DW_STAT_MAC_HISTORY

System Features

Click **Save** to save the changes made to the window.

Click **Exit** to close this window and prompt the user to save any changes that were made.

Section 19: Drug Rebate Window

Introduction

The Drug Rebate window is used to view Drug Rebate effective and end dates.

The Drug Rebate window is accessed from the Main Menu by clicking **Reference**, and then clicking **Drug**. From the Drug Inquiry window, click the **Options** drop-down list, then click **Drug**. The Drug Rebate window appears.

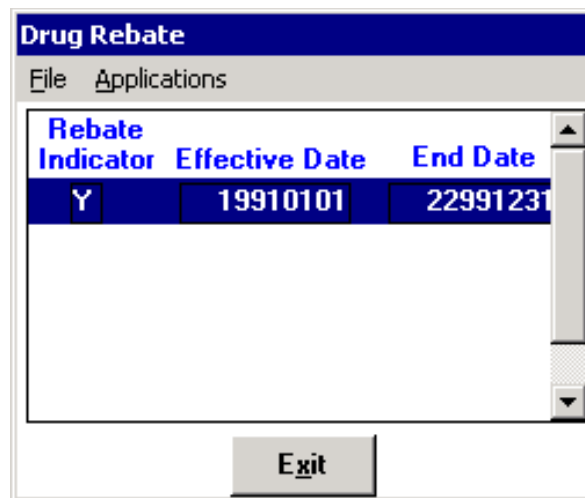


Figure 19.1 – Drug Rebate Window

File	Applications
Print	Adhoc Reporting
Exit	Claims
Exit IndianaAIM	Financial
	Managed Care
	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 19.2 – Drug Rebate Window Menu Tree

This is the menu tree for the Drug Rebate window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

Print – Prints a data window, the current window, or the entire screen

Exit – Exits the window and returns to a previous window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

These menu options access the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting menu

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Click to access the MARS menu

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Click to access the SURS main menu

Third Party Liability – Click to access the TPL main menu

Field Information

Field Name: Rebate Indicator

Description – Indicates if rebate is active

Format – One alphanumeric character

Features – Display only

Edit – None

To Correct – None

Field Name: Effective Date

Description – Date the drug rebate is effective

Format – Eight numeric characters (CCYYMMDD)

Features – Display only

Edit – None

To Correct – None

Field Name: End Date

Description – Date the drug rebate is no longer in effect

Format – Eight numeric characters (CCYYMMDD)

Features – Display only

Edit – None

To Correct – None

Other System Messages

None

System Information

PBL – REF03.PBL

Window – W_REF_DRUG_REBATE

Menu – M_REF_DRUG_REBATE_LIST

Data Windows – DW_DRUG_REBATE_LIST

System Features

Click **Exit** to close this window and prompt the user to save any changes that were made.

Section 20: NDC PA Requirements Window

Introduction

The NDC PA Requirements window is used to view the NDC and the drug therapy program, which will need PA for the claim to process. This is an inquiry only window.

The NDC PA Requirements window is accessed from the Main Menu by clicking **Reference** and then clicking **Drug**. From the Drug Inquiry window, enter an NDC and click **Inquire**. Click the **Options** drop-down list and then click **PA Requirements**. The NDC PA Requirement window appears.

The screenshot shows the 'NDC PA Requirements' window. It has a menu bar with 'File' and 'Applications'. Below the menu bar, there are input fields for 'NDC:' and 'Date:', followed by a 'Search' button. The main area contains a table with the following columns: NDC, Pharmacy Benefit Program Code, Pharmacy Benefit Program Description, Program, Eff Date, End Date, and PA Req?. The table lists six rows of data, all with NDC 00002036346. The first row is highlighted in blue.

NDC	Pharmacy Benefit Program Code	Pharmacy Benefit Program Description	Program	Eff Date	End Date	PA Req?
00002036346	PHGROWTH	Growth Hormone	ALL	20010908	22991231	N
00002036346	PHULTRAM	Tramadol (Ultram)	ALL	20020108	22991231	N
00002036346	PHULTRAM	Tramadol (Ultram)	ALL	20020108	22991231	N
00002036346	PHSTADOL	Stadol Nasal Spray	ALL	20010908	22991231	N
00002036346	PHBRDNSAIDS	Brand Name NSAIDs and COX-2 Inhibitors	ALL	20010908	22991231	N
00002036346	PHBRDNSAIDS	Brand Name NSAIDs and COX-2 Inhibitors	ALL	20020108	22991231	N

At the bottom of the window is an 'Exit' button.

Figure 20.1 – NDC PA Requirements Window

File	Applications
Search	Adhoc Reporting
Print	Claims
Exit	Financial
Exit IndianaAIM	Managed Care
	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 20.2 – NDC PA Requirements Window Menu Tree

This is the menu tree for the NDC PA Requirements window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

Search – Searches for an NDC

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the Drug Inquiry window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

This menu selection accesses the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting menu

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Click to access the MARS menu

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Click to access the SURS main menu

Third Party Liability – Click to access the TPL main menu

Field Information

Field Name: NDC

Description – NDC identifying a drug

Format – 11 numeric characters

Features – None

Edit – 91073, NDC must be 11 characters!

To Correct – Enter a valid 11 character NDC

Edit – 91029, NDC must be numeric!

To Correct – Enter a valid NDC

Edit – 8050, Drug not found on file!

To Correct – Enter a valid NDC

Field Name: Date

Description – Date when the service occurred

Format – Eight numeric characters

Features – None

Edit – 91063, Date must be 8 characters!

To Correct – Enter a valid eight-character date

Edit – 91001, Invalid Date (CCYYMMDD)!

To Correct – Enter a valid date

Edit – 91002, Date must be numeric

To Correct – Enter a valid date

Field Name: NDC

Description – NDC identifying a drug

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Pharmacy Benefit Program Code

Description – Pharmacy benefit program code

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Pharmacy Benefit Program Description

Description – Description of the pharmacy benefit program

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Program

Description – Program in which the drug is assigned

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Eff Date

Description – Beginning date when the NDC is effective for a specific pharmacy benefit program

Format – Eight numeric characters (CCYYMMDD)

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: End Date

Description – End date when the NDC is effective for a specific pharmacy benefit program

Format – Eight numeric characters (CCYYMMDD)!

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: PA Req?

Description – Indicates whether the NDC requires PA

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

Other Messages

Edit – 8004, NDC and/or Date must be entered!

To Correct – Enter an NDC or NDC and date

System Information

PBL – REF03.PBL

Window – W_REF_DRUG_PA_PGM

Menu – M_REF_DRUG_PA

Data Windows – DW_DRUG_PA_NDC

DW_DRUG_PA_NDC_DATE

DW_REF_REQ_SEARCH

DWC_HEALTH_PGM

System Features

Click **Search** to search for an NDC.

Click **Exit** to exit the window.

Section 21: DEA Code Description Window

Introduction

The DEA Code Description window is used to view the list of drug codes.

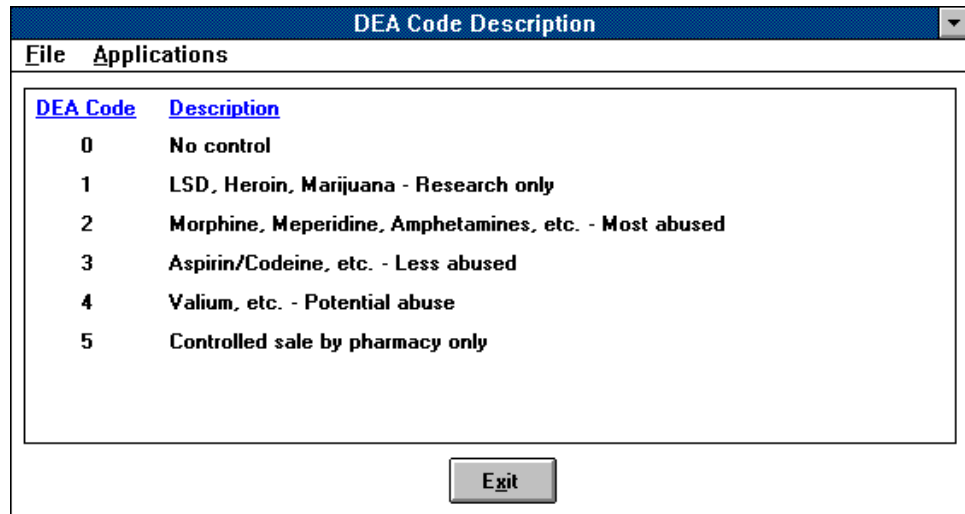


Figure 21.1 – DEA Code Description Window

Field Information

Field Name: DEA Code

Description – Degree of potential abuse and federal control of a drug

Format – One numeric character

Features – None

Edit – None

To Correct – N/a

Field Name: Description

Description – Drug Enforcement Administration (DEA) code descriptive text

Format – 100 alphanumeric characters

Features – None

Edit – None

To Correct – N/a

System Information

PBL – REF03.PBL

Window – W_REF_DEA_CODE

Menu – None

Data Windows – DW_DEA_CODE

System Features

None

Section 22: Pharmacy Benefits Program Descriptions Window

Introduction

The Pharmacy Benefits Program Descriptions window is used to view or create new Pharmacy Benefit Programs.

The Pharmacy Benefits Program Descriptions window is accessed from the Main Menu by clicking **Reference**, and then clicking **Drug**. From the Drug Inquiry window, click the **Options** drop-down list, and then click **Drug PA Pgm Codes**. No delete capability is allowed.

DRUG PA PROG CODE	DRUG PA PROG DESC
PHCARAFATE	Carafate
PHCYTOTEC	Misoprostol
PHGROWTH	Growth Hormone
PHH2ANTAG	H2 Antagonist
PHINCONTSUP	Incontinent Supplies
PHLACTULOSE	Sorbitol for Lactulose
PHOXYCODN	PA for Oxycodone IR

New Save Exit

Figure 22.1 – Pharmacy Benefits Program Descriptions Window

File	Applications	Options
Print	Adhoc Reporting	Desi
Exit	Claims	Dispensing Fee
Audit	Financial	Limits/Restrictions
Exit IndianaAIM	Managed Care	List
	MARS	Pricing
	Prior Authorization	Rebate
	Provider	PA Requirements
	Recipient	Drug PA Pgm Codes
	Reference	Drug PA Pgms
	Security	Drug PA Except
	SURS	Smart Key Search
	Third Party Liability	AHFS Class Code Maint...
		Smart Key Description Maintenance

Figure 22.2 – Pharmacy Benefits Program Descriptions Window Menu Tree

This is the menu tree for the Pharmacy Benefits Program Descriptions window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

Print – Prints a data window, the current window, or the entire screen

Exit – Exits the window and returns to a previous window

Audit – Allows the user to view the system changes made to each individual window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

These menu options access the following areas in IndianaAIM

Adhoc Reporting – Click to access the Adhoc Reporting menu

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Click to access the MARS menu

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Click to access the SURS main menu

Third Party Liability – Click to access the TPL main menu

Menu Selection: Options

Desi – Inactive

Dispensing Fee – Inactive

Limits/Restrictions – Inactive

List – Inactive

Pricing – Inactive

Rebate – Inactive

PA Requirements – Inactive

Drug PA Pgm Codes – Inactive

Drug PA Pgms – Inactive

Drug PA Except – Opens the Pharmacy Benefits Program Exceptions window

Smart Key Search – Inactive

AHFS Class Code Maint – Inactive

Smart Key Description Maintenance – Opens the Smart Key Description window

Field Information

Field Name: DRUG PA PROG CODE

Description – Drug PA Program Code is a classification designed to allow a grouping of NDC codes

Format – 11 alphanumeric characters. All values must begin with the following to be valid:

- PH
- TD
- BMN
- DD
- NUT
- ER
- OOS
- HD

Features – Directly editable with proper security access

Edit – Code Must Be 11 characters or less

Edit – Code Must Begin with 'PH','BMN','OOS','NUT'

To Correct – Verify typing and ensure name is within the allowed number of characters

Field Name: DRUG PA PROG DESC

Description – Pharmacy Benefits Program Code description

Format – 40 alphanumeric characters

Features – Directly editable with proper security

Edit – Desc Must Be 40 characters or less

To Correct – Verify typing and ensure description is within the allowed number of characters

System Information

PBL – REF03.PBL

Window – W_DRUG_PA_PGM_CODE

Menu – M_REF_DRUG

Data Windows – DW_DRUG_PA_PGM_CODE

System Features

Click **New** to open a new window and update.

Click **Save** to save the changes made to the window.

Click **Exit** to close this window and prompt the user to save any changes that were made.

Section 23: Pharmacy Benefits Program Criteria Window

Introduction

The Pharmacy Benefits Program Criteria window is used to set up the criteria to flag claims when PA is needed.

The Pharmacy Benefits Program Criteria window is accessed from the Main Menu by clicking **Reference**, and then clicking **Drug**. From the Drug Inquiry window, click the **Options** drop-down list, and then click **Drug PA Pgms**. No delete capability is allowed.

Pharmacy Benefits Program Criteria

File Applications Options

Drug Program Code: PHCARAFATE

Drug Program Desc: Carafate

PA PGM Line Num: 1 Drug PA Prog: PHCARAFATE Date Eff: 2002/04/08 Date End: 2299/12/31

Program: All Programs Aid Cat: Claim Type:

NDC:

Innovator Code: ☐ Yes ☐ No ☒ N/A Smart Key: GTL 65 STL 0224 HCL 01186 STR 5680 DOSE RI

Fed Mac Code: ☐ Yes ☐ No ☒ N/A Generic Indicator: N/A Minimum Age: 0

State Mac Code: ☐ Yes ☐ No ☒ N/A Drug Source: N/A Maximum Age: 0

County Code: Max Num Days Supply: 0 Gender: Nursing Home Ind: N

Code Classification: Max Num Units/Claim: 0 Pregnancy Ind: Provider Type: Provider Specialty:

Code Drug Class: N/A Max Num Units/Day Supply: 2 Refill Limit: Days Since Prescription: 0

Next Drug Program

PHCARAFATE Inquire

New Save Exclusions Exit

Figure 23.1 – Pharmacy Benefits Program Criteria Window

File	Applications	Options
Print	Adhoc Reporting	Desi
Exit	Claims	Dispensing Fee
Audit	Financial	Inquire
Exit IndianaAIM	Managed Care	Limits/Restrictions
	MARS	List
	Prior Authorization	Pricing
	Provider	Rebate
	Recipient	PA Requirements
	Reference	Drug PA Pgm Codes
	Security	Drug PA Pgms
	SURS	Drug PA Except
	Third Party Liability	Smart Key Search
		AHFS Class Code Maint...
		Smart Key Description Maintenance

Figure 23.2 – Pharmacy Benefits Program Criteria Window Menu Tree

This is the menu tree for the Pharmacy Benefits Program Criteria window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click on the desired option title and a drop-down box displays.
Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

Print – Prints a data window, the current window, or the entire screen

Exit – Exits the window and returns to a previous window

Audit – Allows the user to view the system changes made to each individual window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

These menu options access the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting menu

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Click to access the MARS menu

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Click to access the Security main menu

SURS – Click to access the SURS main menu

Third Party Liability – Click to access the TPL main menu

Menu Selection: Options

Desi – Inactive

Dispensing Fee – Inactive

Inquire – Inactive

Limits/Restrictions – Inactive

List – Inactive

Pricing – Inactive

Rebate – Inactive

PA Requirements – Inactive

Drug PA Pgm Codes – Inactive

Drug PA Pgms – Inactive

Drug PA Except – Opens the Pharmacy PA Exceptions window

Smart Key Search – Inactive

AHFS Class Code Maint... – Inactive

Smart Key Description Maintenance – Opens the Smart Key Description window

Field Information

Field Name: Drug Program Code

Description – Classification designed to allow a grouping of NDC codes to set for PA

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Drug Program Desc

Description – Description of the Drug Program Code

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: PA PGM Line Num

Description – PA Program unique record count line number

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Drug PA Prog

Description – Drug PA Program Code

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Date Eff

Description – Date the specific record criterion becomes effective for processing claims using the date dispensed

Format – CCYYMMDD, eight numeric characters

Features – Read only; modifiable with security access

Edit – 91003, Date is required!

To Correct – Verify typing. Entry is required.

Edit – 91001, Invalid Date (CCYYMMDD)!

To Correct – Verify typing. The date must be in CCYYMMDD format.

Field Name: Date End

Description – Date the specific record criterion is no longer in effect for processing claims using the date dispensed

Format – CCYYMMDD, eight numeric characters

Features – Read only, modifiable with security access. Defaults to 2299/12/31 if unspecified.

Edit – 91001, Invalid Date (CCYYMMDD)!

To Correct – Verify typing. The date must be in CCYYMMDD format.

Edit – 8010, End Date must be Greater Than Effective Date

To Correct – Verify typing. The end date cannot be less than the Date Effective.

Field Name: Program

Description – Indicates the selected health program that will be applied toward the criteria

Format – Alphabetic

Features – Drop-down list to select valid values from system table

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: Aid Cat

Description – Specific aid category of the member that is impacted by the program criteria selection

Format – Two character field

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: Claim Type

Description – Type of code assigned to a claim

Format – One character field

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: NDC

Description – NDC subject to the Program Benefits Criteria selected

Format – 11 alphanumeric characters

Features – Read only; modifiable with security access. Defaults to blank field if unspecified.

Edit – 8908, NDC does not exist

To Correct – Verify typing and NDC code

Field Name: Smart Key

Description – Unique value that consists of six independent codes. The smart key accommodates both general and specific classification of drugs with ingredient strength, dosage route, and package size identification. The independent code structure provides a unique means for classifying drugs in a variety of ways. The individual code fields are listed in the following text.

Format – 24 alphanumeric characters

Features – N/a

Edit – N/a

To Correct – N/a

Field Name: GTL

Description – Generic Therapeutic Class code breaking all products into broad therapeutic classifications

Format – Two numeric characters

Features – Drop-down list to select valid values from system table; also, directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from drop-down list

Field Name: STL

Description – Allows for either subdividing items into more refined groups within the Smart Key or into specific therapeutic classifications

Format – Four numeric characters

Features – Drop-down list to select valid values from system table; also, directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from drop-down list

Field Name: HCL

Description – HICL provides a means for associating products with the same ingredient combination (generic name). For example, all aspirin single ingredient products will have the same HICL value. All combination products containing only aspirin and codeine will have the identical and unique HICL.

Format – Five numeric character

Features – Drop-down list to select valid values from system table; also, directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: STR

Description – Strength Code used to identify all unique strength descriptions

Format – Four numeric characters

Features – Drop-down list to select valid values from system table; also, directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: DOSE

Description – Dosage Form Code used for selecting specific dosage forms regardless of strength. It can be used for sorting products into unique dosage form groups or for encoding drug formularies.

Format – Three numeric characters

Features – Drop-down list to select valid values from system table; also, directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: RT

Description – Allows the selection of route-specific products with or without other subfield definitions, providing easy searches and easy formulary definitions

Format – Two numeric characters

Features – Drop-down list to select valid values from system table; also, directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: Innovator Code

Description – Original innovator product for a particular generic code number

Format – One alphabetic character

Features – Click the appropriate radio button

Edit – None

To Correct – N/a

Field Name: Fed Mac Code

Description – Federal MACs, which are maintained through routine updates provided by First Data Bank. If the Federal MAC field is y,

then all NDCs that contain an active federal MAC rate (Federal Upper Limit) are selected.

Format – One alphabetic character

Features – Click the appropriate radio button

Edit – None

To Correct – N/a

Field Name: State Mac Code

Description – State MACs developed and maintained on the Drug File. If the State MAC field is a y, then all NDCs that contain an active State MAC rate are selected.

Format – One alphabetic character

Features – Click the appropriate radio button

Edit – None

To Correct – N/a

Field Name: County Code

Description – Codes for specific counties for the providers submitting claims

Format – Two numeric characters

Features – Drop-down list to select valid values from system table; also, directly editable with proper security

Edit – None

To Correct – N/a

Field Name: Code Classification

Description – Drug classification in the pricing drug rebate and copay logic

Format – One alphanumeric character. Valid values include the following:

- Blank—No classification

- 1—Class 1a
- A—Anorexic
- C—Smoking Cessation
- E—Fertility Enhancement
- F—Family Planning
- I—Insulin
- M—Minoxidil
- N—Nutritional
- P—Norplant
- S—Supply
- V—Vaccine
- X—State Assigned

Features – Directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing

Field Name: Code Drug Class

Description – Code Drug Class classifies a drug according to its availability to the consumer per federal specification

Format – Alphabetic characters

Features – Drop-down list to select valid values from system table; also, directly editable with proper security

Edit – None

To Correct – N/a

Field Name: Generic Indicator

Description – Distinguishes a product as either a generic drug product or as the more expensive branded drug products

Format – Alphanumeric characters

Features – Drop-down list to select valid values from system table; also, directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from drop-down list

Field Name: Drug Source

Description – Differentiates single source from multiple source drugs

Format – Alphanumeric characters

Features – Drop-down list to select valid values from system table;
also, directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from drop-down list

Field Name: Max Num Days Supply

Description – Maximum number of days for supply for selected PA
criteria

Format – Nine numeric characters

Features – Directly editable with proper security

Edit – Field must contain a numeric value

Edit – Field must contain at least a Zero

To Correct – Verify typing

Field Name: Max Num Units/Claim

Description – Maximum number of units for selected PA criteria

Format – Nine numeric characters in the format xxxxxx.xxx. Decimal
should be entered.

Features – Directly editable with proper security

Edit – Field must contain a numeric value

Edit – Field must contain at least a Zero

Edit – ORA-01438: value larger than specified precision allows for
this column.

To Correct – Verify typing with decimal entered

Field Name: Max Num Units/Day Supply

Description – Maximum number of units per day for NDC for selected PA criteria

Format – Nine numeric characters in the format xxxxxx.xxx. Decimal should be entered.

Features – Directly editable with proper security

Edit – Field must contain a numeric value

Edit – Field must contain at least a Zero

To Correct – Verify typing with decimal entered

Field Name: Refill Limit

Description – Quantity refill coming in on a claim is equal to or greater than the quantity entered, then the quantity refill will be included in the PA criteria

Format – Two numeric characters

Features – N/a

Edit – Refill Limit field must be numeric

Edit – Please enter two numeric characters for the Refill Limit field e.g. if you want to enter 2, please input 02 instead.

To Correct – Verify typing

Field Name: Days Since Prescription

Description – Day's difference between the date prescribed and the date dispensed is equal to or greater than the day's difference entered in the field will be selected for PA criteria

Format – Three numeric characters

Features – Field will default to zero (0) for a new segment

Edit – Field must contain a numeric value

Edit – Field must contain at least a Zero

To Correct – Verify typing

Field Name: Minimum Age

Description – Minimum age selected for PA criteria

Format – Three numeric characters

Features – Field will default to zero for a new segment

Edit – Field must contain a numeric value

Edit – Field must contain at least a Zero

To Correct – Verify typing

Field Name: Maximum Age

Description – Maximum age selected for prior authorization criteria

Format – Three numeric characters

Features – Field will default to zero for a new segment

Edit – Field must contain a numeric value

Edit – Field must contain at least a Zero

To Correct – Verify typing

Field Name: Gender

Description – Specific gender of the member that is impacted by the program criteria selection

Format – One alphabetic character

Features – Drop-down list to select valid values from system table

To Correct – N/a

Field Name: Nursing Home Ind

Description – Specific nursing home indicator of the member that is impacted by the program criteria selection

Format – One alphabetic character

Features – Drop-down list to select valid values from system table

To Correct – N/a

Field Name: Pregnancy Ind

Description – Specific pregnancy indicator of the member that is impacted by the program criteria selection

Format – One alphabetic character

Features – Drop-down list to select valid values from system table

To Correct – N/a

Field Name: Provider Type

Description – Provider type classification assigned to providers

Format – Two numeric characters

Features – Drop-down list to select valid values from system table; also directly editable with proper security

Edit – The provider type is invalid!

To Correct – Verify typing or select from drop-down list

Field Name: Provider Specialty

Description – Provider specialty assigned to providers

Format – Three numeric characters

Features – Drop-down list to select valid values from system table; also, directly editable with proper security

Edit – Please enter Provider type!

To Correct – Verify typing or select from drop-down list. When specialty is entered Provider type is a required field.

Edit – The provider type and provider specialty combination is invalid!

To Correct – Verify typing or select from drop-down list

Other Messages

8004 No changes keyed

Save Successful

Save Unsuccessful

Do you want to save changes?

System Information

PBL – REF03.PBL

Window – D_PGM_CODE_LIST

Window – W_DRUG_PA_PGM

Menu – M_REF_DRUG

Data Window – DW_DRUG_PA_PGM

Data Window – DW_NEXT_PGM

Data Window – DW_NEXT_EXCEPT

Data Window – DW_DRUG_PA_PGM_DESC

Data Window – DWC_PGM_CODE_LIST

Data Window – DWC_AID_CAT

Data Window – DWC_REF_CLAIM_TYPE

Data Window – DWC_COUNTY

Data Window – DWC_PUB_HLTH_DESC

Data Window – DWC_SKEY_DOSE

Data Window – DWC_SKEY_GEN_CLS

Data Window – DWC_SKEY_HICL

Data Window – DWC_SKEY_ROUTE

Data Window – DWC_SKEY_SPEC_CLS

Data Window – DWC_SKEY_STRENGTH

Data Window – DWC_PROV_TYPE

Data Window – DWC_PROV_SPEC

System Features

Click **New** to open a new window and update.

Click **Save** to save the changes made to the window.

Click **Exclusions** to open the Pharmacy Benefits Exclusions window.

Click **Exit** to close this window and prompt the user to save any changes that were made.

Click **Inquire** to display the Drug Program Code selected.

Section 24: Pharmacy PA Exceptions Window

Introduction

The Pharmacy PA window is used by IFSSA and EDS to set up the criteria for claims when Pharmacy PA exceptions are needed.

The Pharmacy PA Exceptions window is accessed from the Main Menu by clicking **Reference**, then clicking **Drug**. From the Drug Inquiry window, click the **Options** drop-down list, and then click **Pharmacy PA Except**. No delete capability is allowed.

The screenshot shows the 'Pharmacy PA Exceptions' window with a menu bar (File, Applications, Options) and a main data entry area. The data is organized into several sections:

- Top Section:**
 - Excep Desc:
 - Date Eff:
 - Date End:
- Program and Claim Info:**
 - Program:
 - Aid Cat:
 - Claim Type:
- NDC and Smart Key:**
 - NDC:
 - Smart Key:
- Emergency and State Info:**
 - Emergency Ind: ☐ Yes ☐ No ☒ N/A
 - State Mac Code: ☐ Yes ☒ No ☐ N/A
- Supply and Age Limits:**
 - Max Num Days Supply:
 - Max Num Units/Claim:
 - Max Num Units/Day Supply:
 - Minimum Age:
 - Maximum Age:
- Other Fields:**
 - Refill Limit:
 - Code Classification:
 - Gender:
 - Nursing Home Ind:
 - Pregnancy Ind:
 - Provider Type:
 - Provider Specialty:
- Bottom Section:**
 - Next Drug Exception:
 -

Figure 24.1 – Pharmacy PA Exceptions Window

File	Applications	Options
Print	Adhoc Reporting	Desi
Exit	Claims	Dispensing Fee
Audit	Financial	Inquire
Exit IndianaAIM	Managed Care	Limits/Restrictions
	MARS	List
	Prior Authorization	Pricing
	Provider	Rebate
	Recipient	PA Requirements
	Reference	Drug PA Pgm Codes
	Security	Drug PA Pgms
	SURS	Drug PA Except
	Third Party Liability	Smart Key Search
		AHFS Class Code Maint...
		Smart Key Description
		Maintenance

Figure 24.2 – Pharmacy PA Exceptions Window Menu Tree

This is the menu tree for the Pharmacy PA Exceptions window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

Print – Prints a data window, current window, or the entire screen

Audit – Allows the user to view the system changes made to each individual window

Exit – Returns to the Drug Selection window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

This menu selection accesses the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting menu

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Click to access the MARS menu

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Click to access the SURS main menu

Third Party Liability – Click to access the TPL main menu

Menu Selection: Options

Desi – Inactive

Dispensing Fee – Inactive

Inquire – Inactive

Limits/Restrictions – Inactive

List – Inactive

Pricing – Inactive

Rebate – Inactive

PA Requirements – Inactive

Drug PA Pgm Codes – Opens the Pharmacy Benefits Program Description window

Drug PA Pgms – Opens the Pharmacy Benefits Program Criteria window

Drug PA Except – Inactive

Smart Key Search – Inactive

AHFS Class Code Maint... – Inactive

Smart Key Description Maintenance – Opens the Smart Key Description window

Field Information

Field Name: Excep Desc

Description – Classification designed to allow a grouping of NDC codes for exception from PA

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

Edit – None

Field Name: Date Eff

Description – Date the specific record criterion becomes effective for processing claims using the date dispensed

Format – CCYYMMDD, eight numeric characters

Features – Read only; modifiable with security access

Edit – 91003, Date is required!

To Correct – Verify typing. Entry is required.

Edit – 91001, Invalid Date (CCYYMMDD)!

To Correct – Verify typing. The date must be in CCYYMMDD format.

Field Name: Date End

Description – Date the specific record criterion is no longer in effect for processing claims using the date dispensed.

Format – CCYYMMDD, Eight numeric characters

Features – Read only, modifiable with security access. Defaults to 2299/12/31 if unspecified.

Edit – 91001, Invalid Date (CCYYMMDD)!

To Correct – Verify typing. The date must be in CCYYMMDD format.

Edit – 8010, End Date must be Greater Than Effective Date

To Correct – Verify typing. The end date cannot be less than the Date Effective.

Field Name: Program

Description – Indicates the selected health program that will be applied toward the criteria

Format – Alphabetic

Features – Drop-down list to select valid values from system table

Edit – N/a

Field Name: Aid Cat

Description – Specific aid category of the member that is impacted by the PA exception selection

Format – Two character field

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: Claim Type

Description – Type of code assigned to a claim

Format – One character field

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: NDC

Description –NDC impacted by the Pharmacy exception selection

Format – 11 alphanumeric characters

Features – Modifiable with security access. Defaults to blank field if unspecified.

Edit – 8908, NDC does not exist

To Correct – Verify typing and NDC code

Field Name: Smart Key

Description – Unique value that consists of six independent codes. The smart key accommodates both general and specific classification of drugs, with ingredient strength, dosage route, and package size identification. The independent code structure provides a unique means for classifying drugs in a variety of ways. The individual code fields are listed in the following text.

Format – 24 alphanumeric characters

Features – N/a

Edit – N/a

To Correct – N/a

Field Name: GTL

Description – Generic Therapeutic Class code breaking all products into broad therapeutic classifications

Format – Two numeric characters

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from drop-down list

Field Name: STL

Description – Specific Therapeutic Class Code allows for either subdividing items into more refined groups within the Smart Key or into specific therapeutic classifications

Format – Four numeric characters

Features – Drop-down list to select valid values from system table, also directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from drop-down list

Field Name: HCL

Description – Hierarchical Ingredient Code List provides a means for associating products with the same ingredient combination (generic name). For example, all aspirin single ingredient products will have the same HICL value. All combination products containing only aspirin and codeine will have the identical and unique HICL.

Format – Five numeric characters

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: STR

Description – Strength Code used to identify all unique strength descriptions

Format – Four numeric characters

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: DOSE

Description – Dosage Form Code used for selecting specific dosage forms regardless of strength. It can be used for sorting products into unique dosage form groups or for encoding drug formularies.

Format – Three numeric characters

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: RT

Description – Route Code allows the selection of route-specific products with or without other subfield definitions, providing easy searches and easy formulary definitions

Format – Two numeric characters

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: Emergency Ind

Description – Indicates if the Emergency Indicator is impacted by the PA exception selection

Format – One alphabetic character

Features – Click the appropriate radio button

Edit – None

To Correct – N/a

Field Name: State Mac Code

Description – State MACs, which are developed and maintained on the Drug File by EDS and the OMPP. If the State MAC field is a y, then all NDCs that contain an active State MAC rate are impacted by the PA exception selection.

Format – One alphabetic character

Features – Click the appropriate radio button

Edit – None

To Correct – N/a

Field Name: Max Num Days Supply

Description – Maximum number of days impacted by the PA exception selection

Format – Numeric

Features – Directly editable with proper security

Edit – Field must contain a numeric value

Edit – Field must contain at least a Zero

To Correct – Verify typing

Field Name: Max Num Units/Claim

Description – Maximum number of units impacted by the PA exception selection

Format – Nine numeric characters in the format xxxxxx.xxx. Decimal should be entered.

Features – Directly editable with proper security

Edit – Field must contain a numeric value

Edit – Field must contain at least a Zero

Edit – ORA-01438: value larger than specified precision allows for this column.

To Correct – Verify typing

Field Name: Max Num Units/Day Supply

Description – Maximum number of units per day for NDC impacted by the PA exception selection

Format – Nine numeric characters in the format xxxxxx.xxx. Decimal should be entered.

Features – Directly editable with proper security

Edit – Field must contain a numeric value

Edit – Field must contain at least a Zero

To Correct – Verify typing

Field Name: Refill Limit

Description – Quantity refill coming in on a claim is equal to or greater than the quantity refill entered, then the quantity refill will be impacted by the PA exception selection

Format – Two numeric characters

Features – N/a

Edit – Refill Limit field must be numeric

Edit – Please enter two numeric characters for the Refill Limit field e.g. if you want to enter 2, please input 02 instead.

To Correct – Verify typing

Field Name: Code Classification

Description – Drug classification in the pricing drug rebate and copay logic

Format – One alphanumeric character

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – N/a

To Correct – N/a

Field Name: Minimum Age

Description – Members age is equal to or greater than the minimum age, then it will be impacted by the PA exception selection

Format – Three numeric characters

Features – Field will default to zero (0) for a new segment.

Edit – Field must contain a numeric value

Edit – Field must contain at least a Zero

To Correct – Verify typing

Field Name: Maximum Age

Description – Members age is equal to or less than the maximum age, then it will be impacted by the PA exception selection

Format – Three numeric characters

Features – Field will default to zero (0) for a new segment.

Edit – Field must contain a numeric value

Edit – Field must contain at least a Zero

To Correct – Verify typing

Field Name: Gender

Description – Specific gender of the member that is impacted by the program criteria selection

Format – One alphabetic character

Features – Drop-down list to select valid values from system table

To Correct – N/a

Field Name: Nursing Home Ind

Description – Specific nursing home indicator of the member that is impacted by the program criteria selection

Format – One alphabetic character

Features – Drop-down list to select valid values from system table

To Correct – N/a

Field Name: Pregnancy Ind

Description – Specific pregnancy indicator of the member that is impacted by the program criteria selection

Format – One alphabetic character

Features – Drop-down list to select valid values from system table

To Correct – N/a

Field Name: Provider Type

Description – Provider type classification assigned to providers

Format – Two numeric characters

Features – Drop-down list to select valid values from system table; also directly editable with proper security

Edit – The provider type is invalid!

To Correct – Verify typing or select from drop-down list

Field Name: Provider Specialty

Description – Provider specialty assigned to providers

Format – Three numeric characters

Features – Drop-down list to select valid values from system table; also, directly editable with proper security

Edit – Please enter Provider type!

To Correct – Verify typing or select from drop-down list. When specialty is entered Provider type is a required field.

Edit – The provider type and provider specialty combination is invalid!

To Correct – Verify typing or select from drop-down list

Other Messages

8004 No changes keyed

Save Successful

Save Unsuccessful

Do you want to save changes?

System Information

PBL – REF03.PBL

Window – W_DRUG_PA_EXCEPT

Menu – M_REF_DRUG

Data Window – DW_DRUG_PA_EXCEPT

Data Window – DWC_DRUG_PA_PGM_DESC

Data Window – PUB_HLTH_DESC

Data Window – DWC_AID_CAT

Data Window – DWC_REF_CLAIM_TYPE

Data Window – DWC_SKEY_GEN_CLS

Data Window – DWC_SKEY_SPEC_CLS

Data Window – DWC_SKEY_HICL

Data Window – DWC_SKEY_STRENGTH

Data Window – DWC_SKEY_DOSE

Data Window – DWC_SKEY_ROUTE

Data Window – DWC_CLASS_CODE

Data Window – DWC_PROV_TYPE

Data Window – DWC_PROV_SPEC

System Information

Click **New** to open a new window and update.

Click **Save** to save the changes made to the window.

Click **Exit** to close this window and prompt the user to save any changes that were made.

Click **Inquire** to display the Drug Program Code selected.

Section 25: Pharmacy Benefits Program Exclusions Window

Introduction

The Pharmacy Benefits Program Exclusions window is used to set up exclusions to the criteria for the Pharmacy Benefits Program.

The Pharmacy Benefits Program Exclusions window is accessed from the Main Menu by clicking **Reference**, and then clicking **Drug**. From the Drug Inquiry window, click the **Options** drop-down list, then click **Drug PA Pgms**. Select a Drug Program Code and click **Inquire**. Find and click **Exclusion** at the bottom of the screen. No delete capability is allowed.

Pharmacy Benefits Program Exclusions

File Applications Options

Drug Program Code: PHBRDNSAIDS
 Drug Program Desc: Brand Name NSAIDs and COX-2 Inhibitors

PA PGM Line Item: 0 Description:
 Excl. Num: 1 Drug PA Prog: PHBRDNSAIDS Date Eff: 2001/09/08 Date End: 2299/12/31

Program: 590 - Program Aid Cat: Claim Type:
 NDC:
 BMN: Smart Key: GTL STL HCL STR DOSE RI

Emergency Indicator: ☐ Yes ☐ No ☒ N/A Max Num Days Supply: 0 Minimum Age: 0
 PHS Exempt: ☐ Yes ☐ No ☒ N/A Max Num Units/Claim: 0 Maximum Age: 0
 State Mac Code: ☒ Yes ☐ No ☐ N/A Max Num Units/Day Supply: 0 Gender:
 Refill Limit: Nursing Home Ind:
 Code Classification: Pregnancy Ind:
 Provider Type:
 Provider Specialty:

New Save Exit

Figure 25.1 – Pharmacy Benefits Program Exclusions Window

File	Applications	Options
Print	Adhoc Reporting	Desi
Exit	Claims	Dispensing Fee
Audit	Financial	Inquire
Exit IndianaAIM	Managed Care	Limits/Restrictions
	MARS	List
	Prior Authorization	Pricing
	Provider	Rebate
	Recipient	PA Requirements
	Reference	Drug PA Pgm Codes
	Security	Drug PA Pgms
	SURS	Drug PA Except
	Third Party Liability	Smart Key Search
		AHFS Class Code Maint...
		Smart Key Description Maintenance

Figure 25.2 – Pharmacy Benefits Program Exclusions Window Menu Tree

This is the menu tree for the Pharmacy Benefits Program Exclusions window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

Print – Prints a data window, the current window, or the entire screen

Exit – Exits the window and returns to a previous window

Audit – Allows the user to view the system changes made to each individual window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

These menu selections access the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting menu

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Click to access the MARS menu

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Click to access the Security main menu

SURS – Click to access the SURS main menu

Third Party Liability – Click to access the TPL main menu

Menu Selection: Options

Desi – Inactive

Dispensing Fee – Inactive

Inquire – Inactive

Limits/Restrictions – Inactive

List – Inactive

Pricing – Inactive

Rebate – Inactive

PA Requirements – Inactive

Drug PA Pgm Codes – Inactive

Drug PA Pgms – Inactive

Drug PA Except – Opens the Pharmacy Benefits PA Exceptions window

Smart Key Search – Inactive

AHFS Class Code Maint... – Inactive

Smart Key Description Maintenance – Opens the Smart Key Description Maintenance window

Field Information

Field Name: Drug Program Code

Description – Classification designed to allow a grouping of NDC codes to set for PA

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Drug Program Desc

Description – Description of the Drug Program Code

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: PA PGM Line Item

Description – PA Program unique record count line number

Format – N/a

Features – Defaults to zero for a new record. Zero will apply to all Drug Program Codes identified in the Program Benefits Program Criteria window. Modify the PA PGM Line Number field in this window to match the PA PGM Line Number field in the Pharmacy Benefits Program Criteria window to bind this exclusion to a specific Drug Program Code record.

Edit – 8907, PGM LN ITEM Must Exist on Criteria Window Unless 0

To Correct – Verify entry and match the PA PGM line Item to the PA PGM Line Number from the Pharmacy Benefits Program Criteria window

Field Name: Description

Description – Free form field for descriptive information

Format – 15 alphanumeric characters

Features – N/a

Edit – None

To Correct – N/a

Field Name: Excl. Num

Description – PA Program exclusion number that makes the record unique; auto-populated

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Drug PA Prog

Description – Drug PA Program Code.

Format – N/a

Features – Protected, display only

Edit – None

To Correct – N/a

Field Name: Date Eff

Description – Date the specific record criterion becomes effective for processing claims using the date dispensed

Format – CCYYMMDD, eight numeric characters

Features – Read only; modifiable with security access

Edit – 91003, Date is required!

To Correct – Verify typing. Entry is required.

Edit – 91001, Invalid Date (CCYYMMDD)!

To Correct – Verify typing. The date must be in CCYYMMDD format.

Field Name: Date End

Description – Date the specific record criterion is no longer in effect for processing claims using the date dispensed.

Format – CCYYMMDD, eight numeric characters

Features – Read only, modifiable with security access. Defaults to 2299/12/31 if unspecified.

Edit – 91001, Invalid Date (CCYYMMDD)!

To Correct – Verify typing. The date must be in CCYYMMDD format.

Edit – 8010, End Date must be Greater Than Effective Date

To Correct – Verify typing. The end date cannot be less than the Date Effective.

Field Name: Program

Description – Indicates the selected health program that will be applied toward the criteria

Format – Alphabetic

Features – Drop-down list to select valid values from system table

Edit – N/a

Field Name: Aid Cat

Description – Specific aid category of the member that is impacted by the program criteria selection

Format – Two character field

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – Item 'xxx' does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: Claim Type

Description – Type of code assigned to a claim

Format – One character field

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – Item 'xxx' does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: NDC

Description – NDC that will be subject to Program Benefits Criteria selected

Format – 11 alphanumeric characters

Features – Modifiable with security access. Defaults to blank field if unspecified.

Edit – 8908, NDC does not exist

To Correct – Verify typing and NDC code

Field Name: Smart Key

Description – Unique value that consists of six independent codes. The smart key accommodates both general and specific classification of drugs, with ingredient strength, dosage route, and package size identification. The independent code structure provides a unique means for classifying drugs in a variety of ways. The individual code fields are listed in the following text.

Format – 24 alphanumeric characters

Features – N/a

Edit – N/a

To Correct – N/a

Field Name: GTL

Description – Generic Therapeutic Class code breaking all products into broad therapeutic classifications.

Format – Two numeric characters

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from drop-down list

Field Name: STL

Description – Specific Therapeutic Class Code allows for either subdividing items into more refined groups within the Smart Key or into specific therapeutic classifications

Format – Four numeric characters

Features – Drop-down list to select valid values from system table, also directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from drop-down list

Field Name: HCL

Description – Hierarchical Ingredient Code List provides a means for associating products with the same ingredient combination (generic name). For example, all aspirin single ingredient products will have the same HICL value. All combination products containing only aspirin and codeine will have the identical and unique HICL.

Format – Five numeric characters

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: STR

Description – Strength Code used to identify all unique strength descriptions

Format – Four numeric characters

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: DOSE

Description – Dosage Form Code used for selecting specific dosage forms regardless of strength. It can be used for sorting products into unique dosage form groups or for encoding drug formularies.

Format – Three numeric characters

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: RT

Description – Route Code allows the selection of route-specific products with or without other sub field definitions, providing easy searches and easy formulary definitions

Format – Two numeric characters

Features – Drop-down list to select valid values from system table; directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing or select from the drop-down list

Field Name: BMN

Description – Indicates reason code why a Brand Medically Necessary (BMN) drug is excluded from Prior Authorization.

Format – One numeric character. Valid values include the following:

- 0—No product selection indicated
- 5—Substitution allowed brand name dispensed as generic
- 6—Override
- 8—Substitution allowed: generic drug not available in marketplace

Features – Directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing

Field Name: Emergency Indicator

Description – Indicates if Emergency Indicator is excluded from PA

Format – One alphabetic character

Features – Click the appropriate radio button

Edit – None

To Correct – N/a

Field Name: PHS Exempt

Description – Indicates if Public Health Service providers are excluded from Pa criteria

Format – One alphabetic character

Features – Click the appropriate radio button. Public Health Service providers can be found by clicking **Drug Rebate** and **PHS Maintenance**, then the PHS History window appears.

Edit – None

To Correct – N/a

Field Name: State Mac Code

Description – State MACs, which are developed and maintained on the Drug File by EDS and the OMPP. If the State MAC field is a y, then all NDCs that contain an active State MAC rate are excluded.

Format – One alphabetic character

Features – Click the appropriate radio button

Edit – None

To Correct – N/a

Field Name: Max Num Days Supply

Description – Maximum number of days for supply for selected PA exclusion criteria

Format – Numeric

Features – Directly editable with proper security

Edit – Field must contain a numeric value

Edit – Field must contain at least a Zero

To Correct – Verify typing

Field Name: Max Num Units/Claim

Description – Maximum number of units for selected PA exclusion criteria

Format – Nine numeric characters in the format xxxxxx.xxx. Decimal should be entered.

Features – Directly editable with proper security

Edit – Field must contain a numeric value

Edit – Field must contain at least a Zero

Edit – ORA-01438: value larger than specified precision allows for this column.

To Correct – Verify typing

Field Name: Max Num Units/Day Supply

Description – Maximum number of units per day for NDC for selected Prior Authorization exclusion criteria.

Format – Nine numeric characters in the format xxxxxx.xxx. Decimal should be entered.

Features – Directly editable with proper security.

Edit – Field must contain a numeric value

Edit – Field must contain at least a Zero

To Correct – Verify typing

Field Name: Refill Limit

Description – Quantity refill coming in on a claim is equal to or greater than the quantity refill entered, then the quantity refill will be excluded from the Pa criteria

Format – Two numeric characters

Features – N/a

Edit – Refill Limit field must be numeric

Edit – Please enter two numeric characters for the Refill Limit field e.g. if you want to enter 2, please input 02 instead.

To Correct – Verify typing

Field Name: Code Classification

Description – Drug classification in the pricing drug rebate and copay logic.

Format – One Alphanumeric Character. Valid values include the following:

- Blank—No classification
- Class 1a
- A—Anorexic
- C—Smoking Cessation
- E—Fertility Enhancement
- F—Family Planning
- I—Insulin
- M—Minoxidil
- N—Nutritional
- P—Norplant
- S—Supply
- V—Vaccine
- X—State Assigned

Features – Directly editable with proper security

Edit – Item ‘xxx’ does not pass validation test.

To Correct – Verify typing

Field Name: Minimum Age

Description – Members age is equal to or greater than the minimum age, then it will be excluded from the PA criteria

Format – Three numeric characters

Features – Field will default to zero (0) for a new segment

Edit – Field must contain a numeric value

Edit – Field must contain at least a Zero

To Correct – Verify typing

Field Name: Maximum Age

Description – Members age is equal to or less than the maximum age, then it will be excluded from the PA criteria

Format – Three numeric characters

Features – Field will default to zero (0) for a new segment

Edit – Field must contain a numeric value

Edit – Field must contain at least a Zero

To Correct – Verify typing.

Field Name: Gender

Description – Specific gender of the member that is impacted by the program exclusion criteria

Format – One alphabetic character

Features – Drop-down list to select valid values from system table

To Correct – N/a

Field Name: Nursing Home Ind

Description – Specific nursing home indicator of the member that is impacted by the program exclusion criteria

Format – One alphabetic character

Features – Drop-down list to select valid values from system table

To Correct – N/a

Field Name: Pregnancy Ind

Description – Specific pregnancy indicator of the member that is impacted by the program criteria selection

Format – One alphabetic character

Features – Drop-down list to select valid values from system table

To Correct – N/a

Field Name: Provider Type

Description – Provider type classification assigned to providers

Format – Two numeric characters

Features – Drop-down list to select valid values from system table; also directly editable with proper security

Edit – The provider type is invalid!

To Correct – Verify typing or select from drop-down list

Field Name: Provider Specialty

Description – Provider specialty assigned to providers

Format – Three numeric characters

Features – Drop-down list to select valid values from system table; also, directly editable with proper security

Edit – Please enter Provider type!

To Correct – Verify typing or select from drop-down list. When specialty is entered Provider type is a required field.

Edit – The provider type and provider specialty combination is invalid!

To Correct – Verify typing or select from drop-down list

Other Messages

8004 No changes keyed

Save Successful

Save Unsuccessful

Do you want to save changes?

System Information

PBL – REF03.PBL

Window –D_PGM-CODE-LIST

Window – W_DRUG_PA_EXCLUDE

Menu – M_REF_DRUG

Data Window – DW_DRUG_PA_EXCLUDE

Data Window – DW_DRUG_PA_PGM_DESC

Data Window – DWC_PUB_HLTH_DESC

Data Window – DWC_AID_CAT

Data Window – DWC_REF_CLAIM_TYPE

Data Window – DWC_SKEY_GEN_CLS

Data Window – DWC_SKEY_SPEC_CLS

Data Window – DWC_SKEY_HICL

Data Window – DWC_SKEY_STRENGTH

Data Window – DWC_SKEY_DOSE

Data Window – DWC_SKEY_ROUTE

Data Window – DWC_CLASS_CODE

Data Window – DWC_PROV_TYPE

Data Window – DWC_PROV_SPEC

System Features

Click **New** to open a new window and update.

Click **Save** to save the changes made to this window.

Click **Exit** to close this window and prompt the user to save any changes that are made.

Section 26: AHFS Class Descriptions Window

Introduction

The American Hospital Formulary Service (AHFS) Class Descriptions window is used to view or identify and flag non-maintenance drugs based on their AHFS Therapeutic Class.

The AHFS Class Descriptions window is accessed from the Main Menu by clicking **Reference**, and then clicking **Drug**. From the Drug Inquiry window, click the **Options** drop-down-list and then click **AHFS Class Code Maint...**

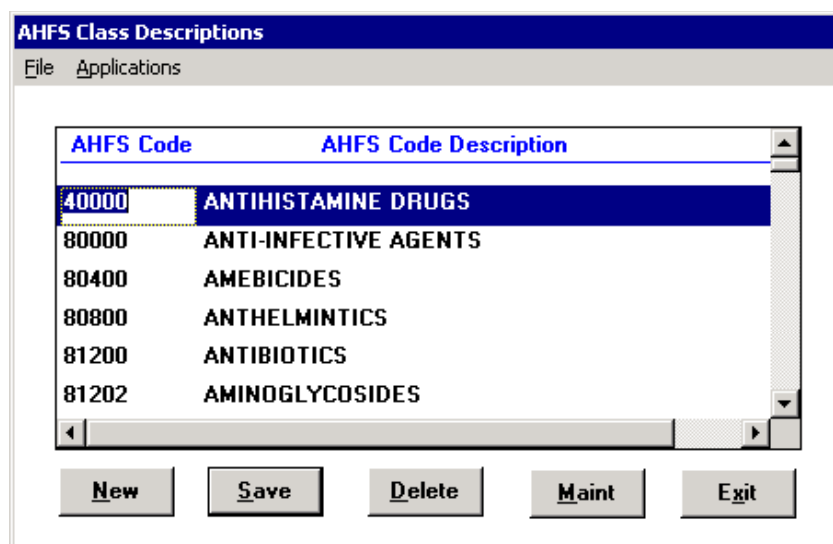


Figure 26.1 – AHFS Class Descriptions Window

File	Applications
New	Adhoc Reporting
Save	Claims
Print	Financial
Exit	Managed Care
Audit	MARS
Exit IndianaAIM	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 26.2 – AHFS Class Descriptions Window Menu Tree

This is the menu tree for the AHFS Class Descriptions window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

New – Allows the user to create new criteria

Save – Saves the updated information

Print – Prints a data window, the current window, or the entire screen

Exit – Exits the window and returns to a previous window

Audit – Allows the user to view the system changes made to each individual window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

These menu options access the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting menu

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Click to access the MARS Menu

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Click to access the SURS main menu

Third Party Liability – Click to access the TPL main menu

Field Information

Field Name: AHFS Code

Description – AHFS Class codes

Format – Nine numeric characters

Features – None

Edit – Error No changes keyed!

Edit – AHFS Class code must have a description

Edit – 91029 -AHFS Class code must be numeric!

To Correct – Verify typing and ensure AHFS Code is numeric

Field Name: AHFS Code Description

Description – Description of the AHFS Class code

Format – 50 alphanumeric characters

Features – None

Edit – AHFS Class code must have a description

To Correct – Verify typing of AHFS Code description

Other System Messages

Save Successful

Do you want to save changes?

8004 - No changes keyed!

Do you really want to delete this record?

Delete Successful

System Information

PBL – REF03.PBL

Window – W_REF_AHFS_CODE

Menu – M_REF_BASE_LIST_UPDATE

Data Windows – DW_DRUG_AHFS_CODE

System Features

Click **New** to create a new row to enter an AHFS code and description.

Click **Save** to save the new row entered.

Click **Delete** to delete a highlighted record.

Click **Maint** to bring up the AHFS Class Code Maintenance window.

Click **Exit** to close this window and prompt the user to save any changes that were made.

Section 27: AHFS Class Code Maintenance Window

Introduction

The AHFS Class Code Maintenance window is used to view or identify effective and end dates and days supply based on their AHFS Therapeutic Class.

The AHFS Class Code Maintenance window is accessed from the Main Menu by clicking **Reference**, and then clicking **Drug**. From the Drug Inquiry window, click the **Options** drop-down list and then click **AHFS Class Code Maint...**. Then click **Maint** on the AHFS Class Descriptions window.

AHFS Class Code Maintenance

File Applications

AHFS Class: 81202

AHFS Desc: AMINOGLYCOSIDES

Effective Date	End Date	Days Supply
20020401	22391231	34

New

Save

Exit

Next AHFS Class

Inquire

Figure 27.1 – AHFS Class Code Maintenance Window

File	Applications
New	Adhoc Reporting
Save	Claims
Delete	Financial
Print	Managed Care
Exit	MARS
Audit	Prior Authorization
Exit IndianaAIM	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 27.2 – AHFS Class Code Maintenance Window Menu Tree

This is the menu tree for the AHFS Class Code Maintenance window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

New – Allows the user to create new criteria

Save – Saves the updated information

Delete – Deletes a record

Print – Prints a data window, the current window, or the entire screen

Exit – Exits the window and returns to a previous window

Audit – Allows the user to view the system changes made to each individual window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Applications

These menu options access the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting menu

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Click to access the MARS Menu

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Click to access the SURS main menu

Third Party Liability – Click to access the TPL main menu

Field Information

Field Name: AHFS Class

Description – AHFS class codes

Format – Nine numeric characters

Features – Display only

Edit – None

To Correct – None

Field Name: AHFS Desc

Description – Description of the AHFS Class code

Format – 50 alphanumeric characters

Features – Display only

Edit – None

To Correct – None

Field Name: Effective Date

Description – Date the drug limitations are effective

Format – Eight numeric characters (CCYYMMDD)

Features – None

Edit – 8034, Date range overlaps existing segment!

Edit – 91003, Date is required!

Edit – 91001, Invalid Date (CCYYMMDD)!

Edit – 8033, Effective date is required!

Edit – 91002, Date must be numeric!

To Correct – Verify typing. Entry is required.

Field Name: End Date

Description – Date the drug limitations are no longer in effect

Format – Eight numeric characters (CCYYMMDD)

Features – Defaults to 22991231 if not entered

Edit – 91003, Date is required!

Edit – 91002, Date must be numeric!

Edit –8010, End Date must be Greater Than Effective Date

Edit – Invalid Date (CCYYMMDD)!

To Correct – Verify typing. Entry is required.

Field Name: Days Supply

Description – Maximum number of days a prescribed drug should last a recipient from the date dispensed

Format – Three numeric characters

Features – Defaults to 0 if not entered

Edit – 91029, Supply Limit must be numeric!

To Correct – Verify quantity entered

Field Name: Next AHFS Class

Description – AHFS Class search

Format – Nine numeric characters

Features – Search for the next AHFS Class and click **Inquire**. Clicking **Inquire** with the field blank brings up the AHFS Class Descriptions window.

Edit – 91106, AHFS Class code not found!

Edit – 91029, AHFS Class code must be numeric

Edit – Re-enter AHFS Class code

To Correct – Re-enter valid AHFS Class code

Other System Messages

8034 – Date range overlaps existing segment!

Save Successful

Save Unsuccessful

Do you want to save changes?

8004 - No changes keyed!

Do you really want to delete this record?

Delete Successful

System Information

PBL – REF03.PBL

Window – W_REF_AHFS_MAINT

Menu – M_NDC_PA

Data Windows – DW_DRUG_AHFS_MAINT

System Features

Click **New** to create a new row to enter information.

Click **Save** to save the new row entered.

Click **Exit** to close this window and prompt the user to save any changes that were made.

Section 28: Smart Key Description Window

Introduction

The Smart Key Description window is used to view or set a description for a smart key.

The Smart Key Description window is accessed from the Main Menu by clicking **Reference**, and then clicking **Drug**. From the Drug Inquiry window, click the **Options** drop-down list and then click **Smart Key Description Maintenance**. No delete capability is allowed.

Smart Key Description	SMART Key	Class (OTC/RX)
ACETIC ACID 0.25% IRRIGATION SOLUTION	XX XXXX 03597 1115 102 XX XXXX	
ALBUTEROL 0.83MG/ML INHALATION SOLUTION	XX XXXX 02073 5668 080 XX XXXX	
ALBUTEROL 5MG/ML SOLUTION FOR INHALATION	XX XXXX 02073 6334 080 XX XXXX	
ALBUTEROL 90MCG INHALER	XX XXXX 02074 7849 402 XX XXXX	
ALBUTEROL SULFATE 2MG/5ML SYRUP	XX XXXX 02073 5926 099 XX XXXX	
ALPRAZOLAM 0.25MG TABLET	XX XXXX 01617 0065 600 XX XXXX	
ALPRAZOLAM 0.5MG TABLET	XX XXXX 01617 0100 600 XX XXXX	
ALPRAZOLAM 1MG TABLET	XX XXXX 01617 0135 600 XX XXXX	
ALPRAZOLAM 2MG TABLET	XX XXXX 01617 0160 600 XX XXXX	
AMANTADINE 100MG CAPSULE	XX XXXX 01898 0475 500 XX XXXX	
AMIODARONE HCL 200MG TABLET	XX XXXX 00083 0560 600 XX XXXX	
AMITRIPTYLINE 25MG TABLET	XX XXXX 01643 0320 600 XX XXXX	
AMOXICILLIN 125MG/5ML SUSPENSION	XX XXXX 03963 7972 150 XX XXXX	
AMOXICILLIN 250MG/5ML SUSPENSION	XX XXXX 03963 8101 150 XX XXXX	

The HICL, Strength and Dosage Form are required fields

MAC Description:

HICL: Strength: Dosage Form:

Route: Package Size: Class (OTC/RX):

Save Exit

Figure 28.1 – Smart Key Description Window

File	Edit	Applications	Options
New	Copy	Adhoc Reporting	Select
Save	Paste	Claims	
Print	Cut	Financial	
Exit		Managed Care	
Audit		MARS	
Exit IndianaAIM		Prior Authorization	
		Provider	
		Recipient	
		Reference	
		Security	
		SURS	
		Third Party Liability	

Figure 28.2 – Smart Key Description Window Menu Tree

This is the menu tree for the Smart Key Description window. All menus are in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

Menu Selection: File

This menu selection provides the following options.

New – Allows the user to create a new segment

Save – Saves a new segment or data that has been updated

Print – Prints a data window, the current window, or the entire screen

Exit – Exits the window and returns to a previous window

Audit – Allows the user to view the system changes made to each individual window

Exit IndianaAIM – Exits IndianaAIM

Menu Selection: Edit

This menu selection provides the following options.

Copy – Copies text for transfer to another area or application

Paste – Pastes text that was cut or copied from another area

Cut – Deletes the text and places it on the clipboard

Menu Selection: Applications

These menu options access the following areas in IndianaAIM.

Adhoc Reporting – Click to access the Adhoc Reporting menu

Claims – Click to access the Claims main menu

Financial – Click to access the Financial main menu

Managed Care – Click to access the Managed Care main menu

MARS – Click to access the MARS menu

Prior Authorization – Click to access the PA main menu

Provider – Click to access the Provider main menu

Recipient – Click to access the Recipient Search window

Reference – Click to access the Reference main menu

Security – Inactive

SURS – Click to access the SURS main menu

Third Party Liability – Click to access the TPL main menu

Menu Selection: Options

Select – N/a

Field Information**Field Name: Smart Key Description**

Description – Used to view a description for a smart key

Format – 50 alphanumeric characters

Features – Protected, display only. Click on the description to display the associated fields in the lower portion of the window. Double-click on the description to bring up the State MAC Rate Maintenance window.

Edit – N/a

To Correct – N/a

Field Name: SMART Key

Description – Unique value that consists of seven independent codes. The smart key accommodates both general and specific classification of drugs with ingredients, strength, dosage, route, and package size identification. The independent code structure provides a unique means for classifying drugs in a variety of ways.

Format – 24 alphanumeric characters. Protected, display only.

- Generic Therapeutic Class Code (GTL) – N/a
- Specific Therapeutic Class Code (STL) – N/a
- Hierarchical Ingredient Code List (HICL) – Five numeric characters
- Strength Code (STR) – Four numeric characters
- Dosage Form Code (DOSE) – Three numeric characters
- Route Code (RT) – Two numeric characters
- Package Size (PK) – Four numeric characters

Features – Protected, display only. Click on the description to display the associated fields in the lower portion of the window. Double-click on the description to bring up the State MAC Rate Maintenance window.

Edit – N/a

To Correct – N/a

Field Name: Class (OTC/RX)

Description – Method of dispensing the product

Format – One character field

Features – Protected, display only. Click on the description to display the associated fields in the lower portion of the window. Double-click on the description to bring up the State MAC Rate Maintenance window.

- Over the Counter (OTC)—O
- RX Prescription (RX)—F
- Blank—N/a

Edit – N/a

To Correct – N/a

Field Name: MAC Description

Description – Used to create a smart key description

Format – 50 alphanumeric characters

Features – Required field

Edit – The Description is a required field

To Correct – Verify entry of description

Edit – Updating an Existing Smart key

XX XXXX XXXXX XXXX XXX XX XXXX

Already exist on Database. Do you want to update this Record?

To Correct – Verify entry and process appropriately

Field Name: HICL

Description – HICL provides a means for identifying all products containing specific ingredients or specific combinations of ingredients

Format – Five numeric characters

Features – Drop-down list to select valid values from system table

Edit – The HICL field is a required field. It must contain 5 numbers.

To Correct – Verify selection from table

Edit – The HICL field is required. Please select a value from the drop down box.

To Correct – Verify selection from table

Field Name: Strength

Description – Strength Code used to identify all unique strength descriptions

Format – Four numeric characters

Features – Drop-down list to select valid values from system table. Strength is a required field.

Edit – Strength Field – The Strength Field is required. Please select a value from the drop down box

To Correct – Verify value selected from drop-down list

Field Name: Dosage Form

Description – Dosage Form Code used for selecting specific dosage forms regardless of strength. It can be used for sorting products into unique dosage form groups or for encoding drug formularies.

Format – Three numeric characters

Features – Drop-down list to select valid values from system table. Dosage Form is a required field.

Edit – The Dosage Form Field is required. It must contain 3 numbers.

To Correct – Return to dosage form and select a value

Edit – The Dosage Form Field is required. Please select a value from the drop down box.

To Correct – Return to dosage form and select a value

Field Name: Route

Description – Route Code allows the selection of route-specific products with or without other subfield definitions, providing easy searches and easy formulary definitions.

Format – Two numeric characters

Features – Drop-down list to select valid values from system table

Edit – N/a

To Correct – N/a

Field Name: Package Size

Description – Package size in metric quantity to calculate unit price. The usual labeled quantity pharmacist dispenses from, such as 100 tablets, 100 capsules, or 20 ml vial.

Format – Four alphanumeric characters

Feature – Defaults to 0000 when field is not used

Edit – Error Package Size - Field must contain a numeric value

To Correct – Verify package size with the Drug Pricing window and verify entry

Field Name: Class (OTC/RX)

Description – Method NDC was dispensed

Format – Three alphanumeric characters

Features – Drop-down list to select valid values from system table. Defaults to N/a when not used.

Edit – N/a

To Correct – N/a

Other Messages

Save Successful

Informational (91004) - Do you want to save changes?

Do you want to update this Record?

Package Size - When Package Size has a value Then the Route must be selected.

Updating an Existing Description – xxxx xxxx xx Already Exist on Database. Do you want to update this Record?

System Information

PBL – REF03.PBL

Window – W_SMART_KEY_DESCRIPTION

Menu – M_BASE_MAINT_SIMPLE_WITH_LIST

Data Windows – DW_SMART_KEY_DESCRIPTION_LINE

DW_SMART_KEY_DESCRIPTION

System Features

Click **Save** to save the changes made to the window.

Click **Exit** to close this window and prompt the user to save any changes that were made.

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